

Unit 3
Stourton Link
Intermezzo Drive
Leeds
LS10 1DF
Tel:
+44 (0) 113 270 4841
Email:
hr@steepergroup.com

www.steepergroup.com

Vacancy

Stores person / Administrator

Steeper Group is a privately-owned business that was formed almost 100 years ago. Since then we have expanded across prosthetics, orthotics and assistive technology – with a focus on creating significant turning points in individuals' lives through exceptional clinical services and award-winning products.

We are a true leader in our market. From humble beginnings, we have grown to become one of the UK's largest suppliers of Orthotic, Prosthetic and Assistive Technology products. Uniquely, we combine age-old craft skills with the latest innovations in manufacturing and materials.

Steeper's vision is to create life's turning points, together. We aim to do this with innovative prosthetic, orthotic and assistive technology products and services.

We currently have a vacancy for a motivated team player to join our company as a Storesperson working in our Bournemouth branch. This role is part time, and based on a 24 hour working week.

The successful candidate will contribute towards the efficient day to day running of the Bournemouth branch administration / stores, ensuring department processes and procedures are adhered to along with delivery a positive customer experience.

Duties/ Responsibilities:

In this role you will be responsible for managing stock levels, monitoring current stock and maintaining optimal stock levels within the branch.

In addition, you will:

- Work with the workshop manager to raise stock purchase orders and receipts via the NHS Supply Chain and/or via the Steeper stock control system.
- Raise any orders and invoices as required by the contract with the NHS Trust
- Organise and receive the prosthetic goods and collate them with orders raised
- Organise postal deliveries and collections as necessary
- Arrange warranty repairs and credits for products in line with the company policy
- Deal with any enquiries from Steeper staff, customers, suppliers or the public quickly and efficiently.
- Highlight any problems to the manager promptly so that they can be resolved quickly
- Abide by the company's health and safety policy while in the workshop, stores and office.

The list above is not exhaustive.

You will need excellent attention to details and be able to demonstrate excellent communication skills.

If you feel you have the necessary attributes to be considered for the above position, to apply, please complete an application form or submit your CV. Application forms can be obtained by emailing the HR team on (hr@steepergroup.com). Alternatively visit www.steepergroup.com/careers and complete an application.

Due to the high volume of applications we anticipate we will receive for this role, in the event you have not heard from us within 14 days, we regret to inform you that you have been unsuccessful in your application.

Strictly no agencies

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Steeper is committed to valuing diversity and treating everyone who works for or wishes to work for us fairly. We will treat everyone with the same attention, courtesy and respect, regardless of age, impairment, ethnic origin, nationality, religion or belief, social class, sex, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents, pregnancy and maternity or trade union activity. Steeper is committed to act positively towards disabled people and we actively welcome applications from disabled people.