Operations Administrator

We are looking for Customer Service Administrator to join our head office team. This dynamic role will require the individual to provide a high level of support to our customers, provide support to our field-based staff, and perform general administration duties as part of our Administration team.

BES Healthcare Ltd specialises in providing assistive technology and equipment sourced from around the world and market-leading services to improve the health of individuals across the UK, directly or indirectly.

We are looking for candidates who have an excellent attention to detail, are strong problem solvers, and have excellent communications skills. Candidates should be able to prioritise their workload, follow procedures, and be able to work on their own initiative and have the confidence to engage in and challenge processes where necessary.

An ideal candidate would be someone who enjoys working in a small office-environment, has the ability to manage multiple responsibilities, and takes pride in getting the job done.

Candidates' levels of experience are not the deciding factor for this position. We are looking for individuals with the right personality and natural abilities to join our office team.

Candidates must live within a commutable distance of South West Bristol.

To apply, please send your CV and a covering letter telling us why you are an ideal candidate and what you feel you will bring to the role to: nth@beshealthcare.net

The job starts as soon as you can.

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