

Office Administrator

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 an Office 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 the Administration team.

We are looking for a candidate who has an excellent attention to detail, who is a strong problem solver and who has excellent communications skills. The candidate 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 in a constructive way where necessary.

The 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 must be able to move flexibly between tasks on a daily basis and take on ad-hoc tasks as and when the company deems necessary throughout the business.

We are looking for an individual with the right personality who has an enthusiastic attitude and natural abilities to join our office team, someone who has customer service experience and the willingness to learn. Experience with order processing, computer-based tasks such as handling data in Excel and using accounting systems, an excellent telephone manner, and understanding all the key steps of getting a product to a customer would all help someone succeed within this role.

Examples of responsibilities are as follows:

- Order entry
- Responding to Customer queries
- Processing Customer payments and refunds
- Basic warehouse assembly of custom goods
- Chasing for Supplier invoices
- Supporting on the phones
- Data cleaning and structuring
- Basic website management e.g., uploading content, changing prices, updating images
- Content support e.g., entering/checking prices and codes in brochures, structuring image libraries.
- Data processing and management
- Basic accounting support to cover Maternity Leave
- Invoicing customers
- Working closely with other team members and covering/assisting if needed

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 alanna@beshealthcare.net

The job starts as soon as you can.