

# Operations Administrator

Marlow medical company seeks Operations Administrator to run dispatch, stock, supply chain, customer payments, etc.

Attitude and organisational fit more important than experience.

Initial responsibilities:

- Overall responsibility for shipping and dispatch, including assembly, packing and fulfilling orders.
- Quality control – checking that all products leave our premises in excellent condition.
- Monitor stock levels and manage supply chain.
- Run customer payment and refund systems
- Processing hospital orders and invoicing
- Data entry into accounts/bookkeeping system
- Making up stock if the need arises, or if there are no other pressing tasks.
- Other office/business admin tasks

Potential future responsibilities, depending on the candidate:

- Bookkeeping, VAT submissions, and associated data entry.
- Monitor Payroll & Annual Leave Rota
- Customer Support
- Assist CEO with various tasks
- Potential for the role to grow as the company grows.

Must be:

- Honest, diligent, positive and punctual
- Reliable
- Meticulous & methodical
- Tenacious
- IT literate
- Willing to muck-in with any task.

Must have:

- Good eye for detail
- Good communication skills
- Good organisation skills
- Good time management skills, and ability to prioritise a workload without getting stressed.
- Ability to work alone, and as part of a team.

Rural location, casual dress, on-site parking.

Full time - 5 days per week

Please send your CV to [support@earbuddies.com](mailto:support@earbuddies.com)