

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

www.steepergroup.com

Vacancy

Patient Co-Ordinator / 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 Patient Co-Ordinator/Administrator working within our private prosthetic centre: The London Prosthetic Centre based in Kingston.

The successful candidate will provide a high standard of administrative and reception service to the patients and to the clinic.

Duties/ Responsibilities:

In this role you will work as part of the multi-disciplinary team (both within the wider Prosthetic and Silicone Service) and respect the contribution of all members with the team and the importance of working together to ensure a high standard of patient care.

In addition, you will:

- Process purchase orders as required
 - Diarise dates and send reminders of components that require servicing to manufacturers
 - Arrange couriers and shipping to patients and manufacturers
 - Process patient correspondence, letters, reports and other documentation
 - Greet patients to the clinic, providing an efficient and courteous service
 - Be the main contact person for all office equipment, maintenance, repairs, servicing and installation of the office and clinic
 - Prepare patient documentation for processing, including inputting or scanning
 - Unpack and book in as necessary all deliveries to the department
- The list above is not exhaustive.
- You will need written and oral communication skills appropriate to dealing with operational and commercial issues with customers and patients. Excellent customer service skills and familiarity with PC based office IT is essential, it is also important to understand the need to maintain and respect patient confidentiality.

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 download an application form from the website.

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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. 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.