

Administrative Assistant

Job Description

A fantastic opportunity has arisen to join MacGregor Healthcare Ltd who are a rapidly expanding healthcare company in East Lothian. MacGregor Healthcare Ltd operates throughout the UK and has had exceptional growth in the last few years, which means we are now expanding our office team.

Our Mission

“To provide quality medical products within bowel and bladder and provide world class service so that people have a more fulfilled life”

We have an exciting opportunity for an Administrator to assist in supporting our team at our Head Office.

Hours of Work – Monday to Friday (35 hours per week) with a weekly rotated work pattern of:

- 08:30 to 16:30
- 09:00 to 17:00
- 09:30 to 17:30

About You:

The ideal candidate will have good attention to detail, have an enthusiasm for learning and be a good team player. There will also be a requirement for the candidate to be disclosure checked through the PVG Scheme. Given our office location, please note that your own transport is required.

Key Responsibilities:

- Building good working relationships with colleagues
- Establishing rapport with customers on the telephone
- Becoming adept at using MacGregor Healthcare’s IT systems and office equipment (full training will be provided)
- Placing customer orders
- E-mail management
- Document management, including opening files and paper-filing
- Assisting and organising exhibition/conference equipment
- Planning and organising travel
- Some typing/word processing
- Scanning/copying of documents
- Maintaining CRM database
- Providing administrative assistance for Operations, Customer Care Team and Sales Team
- Mail duties
- General office duties

Skills & Knowledge:

- A working knowledge of Outlook, Word, PowerPoint, Excel would be advantageous
- Positive attitude with a practical, common sense approach
- Excellent attention to detail
- Display good organisational and administrative skills
- Display good communication skills
- Keyboard skills desired
- Ability to multi-task and prioritise
- Remain calm when working under pressure
- Be happy at work! 😊

Job Type: Full-time