

JOB ADVERT

JOB TITLE: Administrator / Office & Clinic Administrative Assistant

SALARY: Competitive

LOCATION: Middlesbrough, North Yorkshire

JOB TYPE: Contract

DETAILS:

Administrator / Office & Clinic Administrative Assistant who has excellent organisational, communication and time management skills is required to join our team at Ottobock's Disablement Services Centre at James Cook University Hospital in Middlesbrough, North Yorkshire.

SALARY: Competitive

LOCATION: James Cook University Hospital, Middlesbrough, North Yorkshire

JOB TYPE: Full-Time, 9 Month Fixed Term Contract

JOB OVERVIEW

We have a fantastic new job opportunity for an Administrator / Office & Clinic Administrative Assistant who has excellent organisational, communication and time management skills.

Working as the Administrator / Office & Clinic Administrative Assistant you will oversee the smooth day-to-day operations of our clinic.

This is a key role within the organisation and as the Administrator / Office & Clinic Administrative Assistant you will ensure our patients receive timely, efficient, and friendly service while supporting our clinical team in delivering outstanding care.

ABOUT THE COMPANY

Ottobock is a world-leading manufacturer and supplier of prosthetic limbs, orthotic supports and wheelchairs that facilitate independence. Ottobock UK has been established for over 40 years and part of the Ottobock global group, a privately owned company with headquarters in Duderstadt, Germany and offices and clinics throughout the world, including the UK and Ireland.

APPLY TODAY

If this job looks like your ideal position, then please send in your CV and Cover Letter outlining your suitability for the role as soon as possible for our Recruitment Team to review.

DUTIES

Your duties as the Administrator / Office & Clinic Administrative Assistant include:

- Maintain accurate patient records and ensure compliance with data protection regulations
- Liaise with healthcare professionals, suppliers, and external partners
- Support billing and invoicing processes
- Monitor stock levels and order clinical and office supplies
- Assist with audits, reporting, and quality assurance processes

WHAT WE'RE LOOKING FOR

- A professional and confident communicator
- Excellent telephone manner
- Efficient organisation of time to handle multiple tasks
- Able to prioritise your own workload
- Able to work individually but also contribute to the team
- Good attention to detail
- Methodical approach
- Proficient in Microsoft Excel and Word. Previous SAP experience would be advantageous
- Educated to GCSE standard or equivalent in English and Maths

WHAT WE OFFER

- A supportive and inclusive work environment
- Opportunities for professional development and training
- Competitive salary and benefits package
- The chance to make a meaningful impact in patients' lives

NO AGENCIES PLEASE