



## **Business Administrator – Join our team and help run our business.**

We are a small, well-established medical devices business a few miles north of Oxford looking for an energetic and versatile person with a can-do attitude.

### ***Who we want***

The job entails a variety of tasks primarily order processing, order despatch, stock control, sales admin and book-keeping.

We are happy to train you on most aspects of the job, but we expect the successful candidate to be at ease with computer systems and near-paperless working, to have substantial experience with Excel as well as being comfortable with Google, Gmail, and Word, and with interacting with all different types of people by telephone and email. We want our customers to feel that we care about them, because we do.

We are looking for someone who is methodical and good at following written instructions. They need a sense of humour, punctuality including a respect for deadlines, and a willingness to turn their hand to whatever comes along.

Familiarity with the accounting program Sage 50 would be ideal.

There is minimal public transport to get here, cycle or motorized transport is essential.

### ***Who we are***

Stowood has been an innovative medical device manufacturer and distributor since 1992. We exist to help people with sleeping problems, in particular sleep apnoea, which affects around two million people in the UK.

We are a chosen supplier to over 300 NHS hospitals. We also sell to private clinics and hospitals and export to many countries.

As well as physical devices we have developed diagnostic software that is considered to be the gold standard in our sector. It is in continual development, and improvements often result from interactions with clinical users.

We are a small business with minimum hierarchy. Everyone has a significant part to play and is encouraged to contribute ideas for improvement, express opinions, learn new skills and take on greater responsibilities. While we will expect you to work to the best of your abilities, we have a no-blame culture and support each other to get the job done and sort problems efficiently as they arise. We are a family and UK-owned and run business and have seen 30 years of steady growth. Our purpose-built offices are in the countryside just north of Oxford with fresh air, flowers in season and lovely views. Most commutes are in the opposite direction to the flow of rush hour traffic at each end of the day. There is free car and cycle parking by the office.

### ***Hours and pay***

- £25-30k dependent on experience.
- Full time 40-hour week including a paid half an hour for lunch each day.
- Normal working time is Monday to Friday 0900 to 1700.
- You will initially be entitled to 25 days' holiday a year plus bank holidays. The holiday entitlement increases with your time employed. The office closes between Christmas and New Year and those three days are compulsory holiday.

### ***Benefits***



# Stowood

Innovating sleep diagnostics since 1992

- Company pension
- Sick pay
- On-site parking
- Free hot drinks
- Casual dress code

## ***How to apply***

If this sounds like you, please write to [hr@stowood.com](mailto:hr@stowood.com) enclosing **your CV and a cover letter** telling us why you find this job attractive and how your experience and character would contribute to our business.