



Career Opportunities at Soliton IT

Sales & Office Administrator

Soliton IT, a UK-leading developer and supplier of Radiology Information Systems (RIS), is seeking a Sales & Office Administrator to join our successful team.

Established in 2004, Soliton IT has designed, supplied and installed systems into UK NHS Trusts, clinics, teaching centres and private hospitals, incorporating elements of workflow management, voice recognition (VR), document production and reporting applications. With particular expertise in multi-user/inter-site environments and system integration, Soliton IT is committed to providing healthcare sites with efficient and customisable solutions.

With over 100 healthcare sites using our systems in the UK and Australia, we are always seeking additions to our growing team to ensure that our customer service remains of an excellent standard. Our recent vacancy, Sales & Office Administrator, is offering an individual with excellent administrative skills the opportunity to both work for an evolving team in a dynamic and innovative sector and take full advantage of the experience retained in our multi-skilled organisation.

As you progress, your ideas for improvements to the organisation may be integrated into new processes and procedures – offering the candidate considerable input into the future of Soliton IT.

About the Post

We are seeking a meticulous and adaptable Sales & Office Administrator to manage our purchase orders and general administration. In this role, you will verify customer information, issue quotes, relay order instructions, and complete new contract handover forms. You may also be required to attend meetings and take minutes.

As an Office Administrator your responsibilities will include:

- Issuing Quotes
- Receiving and processing purchase orders.
- Verifying orders, and completing handover forms.
- Contacting customers by phone or email to answer queries and obtain information.
- Maintaining and updating sales and customer records/dashboards.
- Chasing orders through internal co-operation.
- Directing feedback from customers to relevant departments.
- Supporting the sales and admin departments with administrative tasks.
- Attend Exhibitions and Events, working closely with the Office Manager
- Scheduling conference calls and meetings.
- Occasional minute taking
- Some Diary Management

In terms of working environment, you will be:

- Working to standard office hours (08:30 – 17:00)
- Working to ISO 9001 and ISO 27001 guidelines
- Working closely with the Office Manager and Sales Manager
- Working alongside some of the sectors leading software developers and industry specialists
- Supported professionally with any training

The correct candidate will have:

- Previous experience in office administration, or a similar role.
- Exceptional interpersonal and customer service skills.
- Proficiency with word processing and spreadsheet software.
- Excellent written and verbal communication skills.
- An interest in IT and customer interaction

The successful candidate may have some experience but can expect to receive training in the following areas:

- ISO9001
- Xero Accounting Software

Please note; Soliton IT is fully set up for a remote interview and is following Government guidelines on the Covid-19 pandemic.