

CLOSING DATE

9, September, 2019

APPRENTICE BUSINESS ADMINISTRATOR

SUMMARY

Are you looking for an opportunity where you are encouraged to realise your potential and work with friendly and supportive colleagues who are passionate about making a difference?

Applications are invited for a bright personable and enthusiastic individual to join our Administration Apprenticeship Scheme, working towards the following Level 3 qualification (<https://www.blackpool.ac.uk/course/wp00039>) within our Quality Assurance Team.

JOB ROLE

In the role of QA Administrator, you will be responsible for the global electronic and hard copy document systems, working within the medical function of Victrex to control documents and records, ensuring compliance to ISO13485.

Candidates should possess strong organisational and communication skills and be able to display excellent attention to detail. You should have a good working knowledge of Microsoft Packages and be able to solve day to day problems professionally and autonomously in order to be successful in this role.

REQUIREMENTS

To succeed in this role candidates will be proficient in Microsoft Office and will have obtained GCSE Maths, English and ICT at grade 4/C and above.

▶ TO APPLY

In addition to a competitive salary we also provide a range of attractive benefits, including company pension and healthcare schemes. If you believe you have the drive and potential required to join our team, please email your CV to:

HR@victrex.com. (No Agencies)

ABOUT INVIBIO

Invibio, part of the Victrex plc group of companies, is a global leader in providing high-performance biomaterial solutions to medical device manufacturers. The company provides PEEK-OPTIMA™ polymers, advanced technical research and support and manufacturing of components for spine, trauma and orthopaedic and dental medical segments for the development of long-term implantable medical devices. Today, Invibio's PEEK-OPTIMA™ polymers are used in approximately 9 million implanted devices worldwide.

▶ www.invibio.com

