

Office & Inventory Administrator New York, USA

Rayner is a leading developer and manufacturer of ophthalmic implants and pharmaceuticals; it specialises in intraocular lenses (IOLs) and related products used in cataract and refractive surgery. Since the development of the first IOL, Rayner has continuously pioneered IOL design with a goal to improve vision and restore sight worldwide. Today, Rayner's mission remains to deliver innovative and clinically superior ophthalmic solutions that respond to the expectations of our global customers to improve sight and quality of life for their patients.

Why work for Rayner?

Rayner is a unique place to work with its own special culture and people, who are all driven to provide the best visual outcomes for clinicians and patients. We are driven by science to improve performance and safety, and we commit ourselves to be a great partner and to be easy to do business with. Whilst our vision drives and guides what we do, it is our culture and the way we work as well as treat ourselves plus others that form the foundation of what we do. That's why at Rayner we strive to create a workplace where we live our values every day. We invite you to join us on our exciting journey!

Our Careers

Rayner is more than an IOL manufacturer. We have an entrepreneurial spirit that drives us to pursue our vision, supported by a dedicated team who share our beliefs – from research and development engineers to production, sales and support.

Being ambitious, focused, open, respectful and keeping our promises enable us to take on challenges that other businesses simply won't entertain, and it's those qualities we value and nurture in the people we work with. Rayner is also proud to be an equal opportunities employer.

Rayner has a broad portfolio of products across the patient pathway, including monofocal and premium Intraocular Lenses (IOLs), a full range of Ophthalmic Viscosurgical Devices (OVDs), a family of Ocular Surface Disease (OSD) solutions and RayPRO, our recently launched patient outcomes digital platform.

The role holder will be responsible providing high quality and timely administrative support to the Sales and Marketing functions and potentially to the Regulatory and Research teams as the business grows. The role holder will also be responsible for stock control of inventory consigned to Healthcare accounts and outside salespeople, ultimately increasing profitability and effectiveness by optimizing stock levels whilst maintaining accurate records of product placements.

This will be a busy and demanding role and you will be joining the dynamic start-up subsidiary of a profitable UK firm with ambitious growth potential. The right candidate will have an excellent opportunity to make a positive impact as the business continues to grow.

Your key responsibilities will be:

Office Administration

- Provision of full administrative service to the New York office including the organization of in-house and off-site meetings, attendance at meetings when required
- Filing of marketing documents, commercial contracts and sales field reports
- Calendar management, organizing travel, inter-department communication and other tasks as required
- Process purchase requisitions, purchase order administration, provide monthly updates to the Finance Team in UK using the Exchequer software
- Involved in budget preparation and tracking
- Assist head office Finance team with tax queries and filing as necessary
- Assist with the research and preparation of exhibition and events management
- Oversee literature and give-aways including marketing stock levels, deliveries, proof reading and contributing ideas for new campaigns and supporting literature
- Contribute to preparation of sales reports
- Courier, mail and other general administrative tasks as the business requires

Stock Control

- Responsible for implementing company inventory policy and procedure on a National level
- Ensure that Healthcare providers' consignments are verified at least twice annually: either by visiting stock points routinely or through mobilization of outside sales people
- Maintain detailed reports of healthcare provider stock levels and expirations
- Arranging audits of outside salespeople's personal consignment stock, ensuring relevant stock levels and expirations
- Recommend adjustments to consigned inventory levels to maximize performance
- Analysing supply and demand to prevent over / under stocking
- Review inventory performance with Rayner's supply chain, sales management and third party logistics / warehouse providers as necessary
- Provide reports and analysis to support product placement decisions

Experience:

Essential

- Strong, demonstrable experience as Administrator/Office Manager
- Experience providing administrative support to a dynamic team
- Experience in sales/marketing administration would be of benefit, but not essential
- Proficient in Excel

Desirable

- Inventory control / audit experience
- Understanding of supply chain procedures

Please apply by sending an up-to-date CV & covering email to recruitment@rayner.com