

## ABOUT US

Woodley Equipment Company Ltd was established in October 1989 and is a leading global Medical Equipment, Lab Diagnostics & Veterinary Equipment provider. The company operates from three office and warehouse premises in the North West of England as well as premises in New York, USA and is divided into 5 divisions:

- Clinical Trials
  - Specialising in the International rental of medical and laboratory Point of Care equipment to the Clinical Trials industry.
- Laboratory Diagnostics
  - QBC dry haematology analysers, QBC fluorescence microscopy solutions, Arkray POC, Vision Microscopes and Clinispin centrifuges direct to EMEA distributors.
- UK Veterinary Diagnostics
  - Laboratory equipment, diagnostic and critical care products direct to veterinary practices across the UK.
- Woodley Veterinary Diagnostics
  - Laboratory equipment, diagnostic and critical care products for worldwide veterinary distributors.
- Quantum Veterinary Diagnostics
  - Specialists in Wet Chemistry solutions for UK veterinary practices.

## CURRENT VACANCIES

- Account Manager (CT)
- Logistics Coordinator
- Project Manager
- Purchasing Administrator
- Warehouse Operative

## HOW TO APPLY

We are always keen to hear from energetic and talented professionals who would like to join the Woodley team.

If you wish to be considered for any future positions, please send your CV along with a covering letter telling us why you would be a perfect fit, to the HR & Policy Manager at [WoodleyHR@woodleyequipment.com](mailto:WoodleyHR@woodleyequipment.com)



## Job Description – Account Manager, Sales Team

Salary OTE of £26,549 - £28,882 depending on experience

This job is for the role of an Account Manager for the Clinical Trials Division of a global medical equipment supplier. The post holder will be required to provide a high level of customer service to close opportunities and grow accounts. You will be responsible for all aspects of the sales process, including generating and closing sales and rental opportunities. There will also be some after sales service required. This role requires applicants to be able to handle a high and varied workload with efficiency and accuracy. You must be highly organised and be able to work in a busy environment.

You will work with multiple stakeholders, reporting and presenting as required in both written and verbal formats. You will be flexible and enjoy the rewarding challenge of a fast-paced role.

This role is an exciting opportunity and will involve realizing orders for a variety of customers from around the world to aid in the continued expansion of our global presence.

### Key Responsibilities

- Provide customers with estimates in order to generate sales opportunities
- Prospect inbound enquiries to develop new sales leads
- Establish new contacts and new opportunities within your account base
- Deal with key decision makers
- Build and manage a client pipeline and close sales
- Achieve agreed revenue targets
- Have a strong product knowledge or the ability to learn products quickly
- Ability to build rapport, develop and maintain long lasting relationships with customers
- Work with the purchasing and logistics teams to provide customers with accurate sales estimates

### Key Skills

- A degree or equivalent experience essential.
- Commercially minded
- Excellent communication skills with a customer centric approach
- A proactive methodology to use your own initiative in solving problems
- Have a consultative approach to be able to develop enquiries into sales estimates
- Excellent organisational skills
- Able to prioritise, multi-task and work on your own initiative and work to deadlines
- Strong communication skills with accuracy and attention to detail
- Ability to deal with conflicts positively and objectively
- Team player - Ability to work as part of a team and support your team
- Have superb questioning skills: being capable of using open questions to find out the cause of the customer's problem

- Able to think on your feet and come up with new questions if necessary, to dig into the customer's problem
- Able to present relevant written and verbal information in a concise format
- Strong diplomatic and interpersonal skills
- Able to converse with all levels of staff from within the organisation
- Able to persuade, negotiate and influence key organisations
- Able to prioritise tasks within set deadlines
- IT literate with excellent IT and keyboard skills, to produce self-generated information

## The Person

You will have a proven track record in an office management, administrative or assistant role, be computer literate and be commercially orientated. It is essential that you have the capacity to work with colleagues at all levels, can work as part of a team, and the ability to work on own initiative whilst maintaining team approach. The successful candidate must have exemplary personal standards of conduct, and the ability to work under pressure.

We are looking for people who bring a positive/can do attitude with a high level of energy and a passion for procurement in the healthcare industry motivated and are dedicated team players. You will need to demonstrate strong time-management and people skills, flexibility, and multitasking ability.

Advanced computer skills and experience with online platforms and proficiency in Microsoft Office, with aptitude to learn new software and systems is essential.

You align with Woodley Trial Solution's values:



Reliability: the ability to deliver the promised service in a consistent and accurate manner.



Assurance and expertise: the knowledge level and politeness of the employees and to what extent they create trust and confidence.



Tangibles: the appearance our company and service, from the equipment itself to our website and employees.



Empathy and dedication: to what extent employees care and give individual attention.



Responsiveness: how willing the employees are to offer a speedy service.

## Job Description – Logistics (Import and Export) coordinator

Starting Salary: TBC

As part of your role in the Clinical Trials Division of a global medical equipment supplier, you will be required to manage the international transportation and delivery of medical equipment with a high level of service. Using your import/export knowledge, you will facilitate the receiving, moving and shipping of equipment for sale and rental globally. You will ensure all local legislation is understood and followed, obtain Importer of record if needed and any other documentation for customs clearance. You will work with key stakeholders to develop freight estimates and execute the logistics plan for international projects with an emphasis on controlling costs while meeting schedule, customer, and compliance requirements.

While the role is fast paced within a team environment, it is a varied and rewarding job with duties ranging from documenting logistics calls to assisting vendors with pricing and selection. Your role requires you to be able to handle a high work load with efficiency and accuracy.

### Key Responsibilities

- Communicate effectively with stakeholders, including clients, couriers and other operational departments.
- Create shipping documents, prepare invoices for international shipping
- Complete timely and accurate preparation of shipping documents, custom entries and freight bookings
- Movement of goods, imports and exports in compliance with policies, laws, regulations and standards
- Adhere to shipping/receiving and regulatory-compliance procedures
- Plan and co-ordinate transportation of materials and manage the timely flow of customer orders and with focus on accuracy, efficiency and time management
- Provide and maintain good customer service and solve problems
- Assist in preparation of audits/inspections both internal company and by external bodies.
- Liaising with internal Sales Department and Warehouse personnel for special order requirements and shipping information
- Organise personnel, and assist with training as required, whilst also organising budgets and courier expenses.
- Ensure that quality assurance checks are completed and maintained.
- Assist clients with product selection and pricing to improve transportation routes.
- Monitoring deliveries, ensuring customer satisfaction and maintaining accurate logs of all transportation and goods.
- Continuously reviewing the logistics market for competitive rates
- Establishing strong distributor links to create a great service for our customer
- Organise safe dispatch and return of all company products
- Using effectively numerous dispatch systems and have advanced knowledge of different logistics companies

## Key Skills

- Ability to efficiently solve problems, working to tight deadlines and prioritising by risk
- Organised and logical, willing to adapt quickly to changing policies and procedures
- Knowledge of different countries logistic requirements and ensure this is kept up to date
- Being able to support across U.S and UK offices in an effective timeframe
- Able to work as part of a team in a fast paced and pressured environment, communicating effectively with both colleagues and clients and following verbal and written instructions.
- Proficient at using Computers, including an ability to operate Microsoft Office and software systems

## The Person

You will have a proven track record in a similar role, be computer literate and be commercially orientated. It is essential that you have the capacity to work with colleagues at all levels, can work as part of a team, and the ability to work on own initiative whilst maintaining team approach. The successful candidate must have exemplary personal standards of conduct, and the ability to work under pressure.

We are looking for people who bring a positive/can do attitude with a high level of energy and a passion for procurement in the healthcare industry motivated and are dedicated team players. You will need to demonstrate technical capabilities, a good knowledge of procurement practices and an ability to work with a range of IT systems.

Good time management skills and a skilled working knowledge of Microsoft Office packages such as Excel, Word and Outlook are essential.

## Qualifications

A degree or equivalent experience essential.

## Job Description – Project Manager

Starting Salary:

This job is for the role of a project manager for the Clinical Trials Division of a global medical equipment supplier. The post holder will be required to provide a high level of customer service to manage key clients trials, ensuring their timelines and budgets are understood, providing real time and accurate information at every stage.

The role requires coordinating with cross discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules. This includes liaising internally with purchasing to order in equipment, logistics to prepare the delivery and the warehouse to have the equipment prepared for dispatch. This role ensures the different elements of our service are coordinators and takes the responsibility of ensuring all projects are delivered on time to the customers satisfaction

Your role is vital to the company and requires you to be able to handle a high and varied workload with efficiency and accuracy. You must be highly organised and be able to work in a busy environment.

You will work with multiple stakeholders, reporting and presenting as required in both written and verbal formats. You will be flexible and enjoy the exciting challenge of a fast-paced role.

This role is an exciting opportunity and will involve managing a portfolio of clinical trials, ensuring deadlines are met to support the smooth running.

### Key Responsibilities

- Provide customer service from first point of contact and throughout the trial
- To establish and maintain customer relationships
- Ensure resource availability and allocation
- Ensure comprehensive documentation and tracking through our tailored IT system
- Meeting with project team members to identify and resolve issues.
- Submitting project deliverables and ensuring that they adhere to quality standards.
- Preparing status reports by gathering, analyzing and summarizing relevant information.
- Develop sales and up sell opportunities to enhance the sale and customer experience
- Manage opportunities by adapting to the customer needs to finalise the requirements to secure the opportunity.
- Provide ongoing sales and service support with all enquiries throughout the trial through courtesy calls and emails

## Key Skills

- Excellent communication skills with a customer centric approach.
- A proactive approach to use your own initiative in solving problems with accuracy and attention to detail.
- Excellent organisational skills.
- Able to prioritise, multi-task and work on your own initiative and work to deadlines.
- Ability to deal with conflicts positively and objectively.
- Commercially minded
- Able to present relevant written and verbal information in a concise format
- Strong diplomatic skills
- Able to converse with all levels of staff from within the organisation
- Able to persuade, negotiate and influence key organisations
- Good interpersonal skills
- Able to prioritise tasks within set deadlines
- Excellent IT and keyboard skills, to produce self-generated information

## The Person

You will have a proven track record in a project management role, be computer literate and be commercially orientated. It is essential that you have the capacity to work with colleagues at all levels, can work as part of a team, and the ability to work on own initiative whilst maintaining team approach. The successful candidate must have exemplary personal standards of conduct, and the ability to work under pressure.

We are looking for people who bring a positive/can do attitude with a high level of energy and a passion for procurement in the healthcare industry motivated and are dedicated team players. You will need to demonstrate strong time-management and people skills, flexibility, and multitasking ability.

Advanced computer skills and experience with online platforms and proficiency in Microsoft Office, with aptitude to learn new software and systems is essential.

## Qualifications

A degree or equivalent proven experience as a project manager is essential.

## Purchasing Administrator / Expeditor

Starting Salary: £19,337 - £21,142 (depending on experience)

This job is for the role of Purchasing Administrator / Expeditor the Clinical Trials Division of a global medical equipment supplier. They will overview the full process of ordering equipment / supplies through to delivery. This is a fast-paced role, working with vendors to secure the appropriate goods and coordinate delivery to specific timeframes whilst keeping all stakeholders informed.

This role is an exciting opportunity and will involve purchasing a variety of products from suppliers around the world to aid in our continuing growth. The post holder will work closely with colleagues and suppliers, utilising internal software to communicate, coordinate and record details.

Woodley is proud to support the Clinical Trials Industry and play its role as an essential service throughout the recent global pandemic. Our procurement department was able react quickly to source products to meet the changing needs of our customers within a volatile global market, and we look forward to adding a new member to the team.

### Key Responsibilities

- Day to day management of purchasing activities i.e. Raising Purchase Orders, Placing Orders
- Contact vendors, verify supplies, manage supply requisition and communicate with suppliers to determine expected delivery dates
- Update and inform Project Managers about any delays or problems with suppliers
- Respond to queries from internal stakeholders promptly.
- Organisation of supplier pricing and information
- Consolidate shipments where possible to reduce both transportation and transactional costs but remaining within timescales.
- Process and check order acknowledgments.
- Ongoing maintenance of product codes and pricing via internal IT systems
- Ensure interdepartmental communication for improved coordination of productive operations
- Compile, record and report project performance and progress to management and key stakeholders
- Liaise with accounts to authorise invoices for payment and set up credit accounts with suppliers
- Active involvement in cross-functional teams through interaction with Sales, Goods In, Marketing and Finance
- Sharing best practice or identifying any areas of concern and opportunities for continuous improvement

## Key Skills

- Excellent IT skills, to record detailed information
- Able to present relevant written and verbal information in a concise format
- Strong eye for detail
- Good interpersonal skills - able to persuade, negotiate and influence
- Excellent organisational skills
- Able to be flexible and readjust plans, able to prioritise work within set deadlines

## The Person

It is essential that you have the capacity to work with colleagues at all levels, have the ability to work on own initiative whilst maintaining team approach. The successful candidate must have exemplary personal standards of conduct, and the ability to work under pressure.

We are looking for people who bring a positive/can do attitude with a high level of energy and a passion for procurement in the healthcare industry. You must be motivated and a dedicated team player. You will need to demonstrate technical capabilities, a good knowledge of procurement practices and an ability to work with a range of IT systems.

Good time management skills and a skilled working knowledge of Microsoft Office packages such as Excel, Word and Outlook are essential. The ability to learn new IT systems quickly and competently.

## Qualifications

A degree or equivalent experience preferred.

## Job Description – Warehouse Operative

Starting Salary: £18,000

This job is for the role of a warehouse Operative for the Clinical Trials Division of a global medical equipment supplier. The holder is responsible for shipping, receiving, creating orders, testing and preparing equipment. Activities may include, but are not limited to, loading or unloading, moving, staging, replenishing, and cleaning the warehouse.

The role is responsible for counting and inspecting product, notifying the Warehouse Team Leader when there are damages or discrepancies, operating all equipment safely and efficiently and performing all duties as assigned.

This position is in Horwich, Bolton. It is a Full-Time position with a probationary period of 6 months, hours are Monday to Friday, 9am to 5.00pm. This job will have a starting pay rate of £18,000 per year.

This role is an exciting opportunity and will involve fulfilling orders for a variety of customers from around the world to aid in the expansion of our Global presence.

### Key Responsibilities

- Work with the Warehouse Team Leader to ensure the smooth running of the warehouse.
- Perform quality assurance inspections and testing on all equipment prior to dispatch and upon return
- Perform control inventory checks by conducting physical counts
- Ensuring shipping supplies are in stock
- Monitoring and maintaining temperature of refrigerated supplies as needed
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; ensuring clear goods in and out areas, maintaining clean shipping supply area.

### Key Skills

- Excellent communication skills, oral and written
- Able to present relevant written and verbal information in a concise format
- Strong diplomatic skills
- Able to converse with all levels of staff from within the organisation
- Good interpersonal skills
- Excellent organisational skills
- Able to prioritise tasks within set deadlines

- IT and keyboard skills
- Ability to lift 20kg.

## The Person

You will have a proven track record in a similar role, be computer literate and be commercially orientated. It is essential that you have the capacity to work with colleagues at all levels, can work as part of a team, and the ability to work on own initiative whilst maintaining team approach. The successful candidate must have exemplary personal standards of conduct, and the ability to work under pressure.

We are looking for people who bring a positive/can do attitude with a high level of energy and a passion for procurement in the healthcare industry motivated and are dedicated team players.

Good time management skills and a skilled working knowledge of Microsoft Office packages such as Excel, Word and Outlook are essential.

## Ideally Have

Must have experience in a warehouse environment.

Must be extremely detail oriented, organised and have a team mentality.

Exceptional Time Management

Ability to communicate across teams up to and including Vice President