



Candidate Briefing Document

Farm Sales and Dispensary Assistant

Howells Veterinary Services Ltd



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Job Description

Howells Veterinary Services is committed to providing an ongoing service to the farming community. The farm animal and products division of our practice is situated at Roxby Business Park, Easingwold. Our veterinary and animal health 'trade' supplies outlet was created several years ago to compliment our core business as veterinary surgeons. We supply a wide range of animal products and equipment, including wormers, vaccines, fly control products, disinfectant and consumables.

A vacancy has now arisen within the farm animal and products division for a Farm sales and Dispensary Assistant, as we are expanding our team. The role encompasses all aspects of customer service, stock handling, telephone orders and sales, taking payments, cash handling, merchandising, monitoring stock levels, dispatching of goods along with administrative tasks. This is a hands on role, working within an established team whether that be on the counter, in the office or in the warehouse handling stock. A prior knowledge of this industry would be a distinct advantage.

It is expected that you would be willing to operate a fork lift truck, training will be provided. There may be occasions where deliveries are required to clients premises and as such a full driving licence is required.

Ongoing product knowledge is vital to the role and an AMTRA qualification would be a distinct advantage, training can be provided if required.

Full time position working between the hours of 8am and 6pm on a rota supplied in advance with alternate Saturday mornings 9am to 1pm

Job Types: Full-time, Permanent

Benefits:

- Employee discount

On-site parking

Schedule:

- Monday to Friday

Weekend availability

Application question(s):

- Are you available to work on a rota pattern between the hours of 8am and 6pm Monday to Friday and alternate Saturday morning 9am to 1pm?



Our History

Howells was formed in 2000 by Mark and Christine Howells. The practice was originally located in the Old Police House in Easingwold market place, as the practice grew it then relocated to the edge of the town into the purpose built practice which it still occupies today.

Howells is a mixed practice with a team of 21 vets. 14 of these are mixed vets, with 3 dedicated small animal vets, dedicated poultry and pig vets and ruminant vets making up the team. This ensures we can fulfil the requirements of all our clients whatever their needs. All the vets are based at the practice.

The Practice has 3 consult rooms, a large operating theatre, busy prep area and separate kennels for dogs and cats.. There is also a separate room for radiography and ultrasound scanning. Christine Howells, who is an advanced practitioner in SA Medicine and Katie Northern, SA Director lead the SA team.

In 2017 we moved our farm dispensary to Roxby Business Park and opened a farmers' shop here alongside our extensive warehouse facility, we are now a one stop shop for the farming community. In addition to medicines and vaccines, we stock a huge range of animal health products here and are proud to be part of the Downland group. This site also houses our dedicated poultry PM room and we are able to run our in-house worming service using the latest Fekpak technology.

We aim to provide informed and practical advice together with competitively priced goods and services. We believe that prevention is better than cure and like to work closely with our clients to maximise health, welfare, and productivity. We offer a daily delivery service to all our farm clients.

Our People

Our people are what make us and ensure we maintain our excellent reputation. The company has grown in size over the past few years and we now have over 60 members of staff working with us.

Our team consists of vets, nurses, veterinary technicians, reception, accounts, practice admin, dispensers, sales, technical support, drivers and warehouse staff.



Company Structure

Howells Veterinary Services consists of 5 Directors, 2 of which are the original Directors of the business, Mark and Christine appointed 3 further Directors in 2021 to ensure the development of the practice and that it remains independent.



Mark Howells Director, M.A., Vet.M.B., D.B.R. (Dist.), M.R.C.V.S.

Mark qualified from Cambridge University in 1986 and has worked in rural mixed practice ever since. He holds a Diploma in Bovine Reproduction from Liverpool University. Mark leads the pig team and has been instrumental in developing our major agricultural supplies outlet. He is very proud of the whole team at the practice and the positive feedback which we regularly receive from our clients.



Christine Howells Director, M.A., Vet.M.B., PG Cert (SAM), M.R.C.V.S.

Christine qualified from Cambridge University in 1987 and spent six years in mixed practice before settling into a purely small animal role. She leads the small animal practice at Howells Vets and is an RCVS Advanced Practitioner in Small Animal Medicine.



William Hersey Director, B. Vet. Med. (hons), M.R.C.V.S.

William graduated in 2013, spending one year in a primarily small animal practice before moving North. He leads the poultry team and is working towards his certificate in World Veterinary Education in Production Animal Health. William is actively involved in all aspects of the practice and has a particular interest in ac-



Luke Ramsden Director, BVM&S MANZCVS (Dairy Medicine) M.R.C.V.S.

Luke, originally from York, qualified from Edinburgh University in 2010 after then spent 5 years working in mixed practice in Victoria, Australia. Luke is a mixed practice vet but particularly loves all things cattle and achieved his memberships in Dairy Medicine by examination in 2015 from the Australian and New Zealand College of Veterinary Scientists. Luke enjoys helping farmers prevent & solve herd health issues on farm, with particular interests in mastitis, bull fertility & bovine surgery. Outside the 'office' he enjoys all things sport. He also can be found snowboarding, mountain biking, walking or trying to catch a fish.



Pippa Foster Director, Dispensary Manager.

Pippa is one of the longest standing members of the team. She is a registered Animal Medicines Advisor and SQP and became a director of the business in 2020. Her career began running a livery yard for 3 years, breaking and schooling horses. She joined Howells Vets as an assistant veterinary nurse in 2007 and now manages the practice's farm and small animal dispensaries. Her favourite aspect of the job is interacting with the clients, and in her spare time you'll find her running or spending time with her family.



Leanne Forde-Archer, BVSc, MMRCVS, Director

Leanne graduated from the University of Liverpool in July 2012 and has been practicing in her home county of North Yorkshire ever since. Her main interests lie in production animal medicine and health planning. She has a growing interest in ruminant nutrition and studying for a further qualification in this subject through the University of Glasgow. In 2021, Leanne trained as a veterinary investigation officer at APHA Thirsk conducting farm animal postmortem examinations and veterinary surveillance. Leanne is on the executive committee of the sheep veterinary society. However, nothing brings Leanne more joy than a successful calving or lambing; she is at her happiest getting stuck in on farm.



Katie Northern, BVet Med Sci, BVMBVS, MRCVS, PG Cert VBM. Director

Katie is one of our small animals only vets, who joined us in October 2021. She qualified from Nottingham University in 2011 and started veterinary life as a mixed vet before deciding to hone her skills as a small animal surgeon through a mix of permanent and locuming jobs across the country as well as spending a year as a hospital clinician in a specialist referral practice. Her interests include internal medicine, cardiology and soft tissue surgery.

How to Apply

If you would like to know more about the role please give us a call on 01347 823678 and ask for Victoria Garbutt the Practice Manager who will be happy to answer any questions or give you more information.

Alternatively you can email: Victoria.garbutt@howellsvets.co.uk

We have videos available of the practice that we are more than happy share with you

We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation.