

Job description

We are now looking for a Receptionist who will also carry out administrative duties for the practice. You will be joining an amazing team of 5 receptionists.

The role will involve:

- answering incoming calls into the practice,
- booking appointments,
- scheduling and co-ordinating farm visits and vets diaries
- serving clients,
- taking payments,
- dispensing prescriptions

Alongside this will be the requirement to undertake administrative tasks such as:

- processing insurance claims,
- booking quarterly farm visits on a large scale
- ordering of prescription medication.

This is a fast paced environment which requires a high standard of customer service.

Receptionist experience would be desirable but not essential as full training will be given.

An understanding of livestock and farming would be advantageous.

Working a varying shift pattern of 38.8hours over 5 days during the week between the hours of 8am and 6pm daily plus 1 in 5 Saturday mornings 9am to 1pm. Please note the ability to work until 6pm on 2 days per week is a must.

Howells Veterinary Practice are a leading veterinary practice situated within Easingwold, North Yorkshire, Howells is a family run independent veterinary practice dedicated to providing an excellent standard of care. With twenty Veterinary Surgeons, qualified Veterinary Nurses and experienced support staff behind the scenes, we offer a comprehensive 24 hour service for pets, farm animals and horses.

Job Types: Full-time, Permanent

Pay: £24,000.00 per year