

Veterinary Dispensary Assistant - Maternity Cover

Howells Veterinary Services Ltd 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 21 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.

We are looking for a Dispensary Assistant for Maternity Cover to work in the small animal dispensary at the practice. This is a full-time position, 40 hours per week but will be worked on a split shift. 8am to 1pm then from 3pm until 6pm, Monday to Friday. There may be some flexibility to these times.

The role will involve:

- Bringing the items into stock throughout the day and preparing the order for submission electronically.
- Stock control including ordering items, stock rotation, monitoring stock levels, stock management trends, ensuring accurate records are kept.
- Assisting with the audit of medicines management and dispensing errors.
- Answering customers queries either face to face, via email or over the phone.
- Monitor repeat prescriptions ensuring medication that isn't collected is raised with the client.
- Maintain a high level of cleanliness within the dispensary at all times.

For this role you will need to be accurate, methodical and have a great attention to detail.

A dispensary qualification is preferred; however, training will be provided.

This is a Maternity Cover role with potential for further opportunity within the practice when the cover ends.

Job Types: Full-time, Temp to perm

Salary: £23,800.00 per year