

Howells Veterinary Services are a leading independent mixed veterinary practice based in Easingwold, North Yorkshire. Due to expansion of the practice, we are now looking for an administrator with excellent organisational and planning skills to join the practice to support its development. This person will work alongside the wider practice administration team to ensure the smooth operation of the practice.

The main duties of this role will include,

- Supporting the directors and practice manager with specific projects.
- Be point of contact for our external IT/Software companies.
- Marketing the practice through business pages and media streams.
- Ordering of supplies & Stationary.
- H&S, building maintenance and fleet management, alongside the wider team.
- Minute taking at departmental meetings.
- Booking meetings and arranging accommodation.
- Support to the veterinary team on occasion.

Must be proficient with Microsoft Office.

25 hours per week, worked over 5 days.

Job Types: Part-time, Permanent

Pay: £15,600.00 per year