

Job description

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.

We are now looking for a Receptionist who will also carry out administrative duties for the practice.

If you are a confident, organised driven individual with the ability to multi-task then please read on.

The role will involve answering incoming calls into the practice, booking appointments, scheduling and co-ordinating farm visits and vets diaries, organising meetings, serving clients, taking payments, dispensing prescriptions and dealing with queries which can often be complex in nature.

Alongside this will be the requirement to undertake administrative tasks such as processing insurance claims, booking quarterly farm visits on a large scale, and 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 over 5 days during the week between the hours of 8am and 6pm daily plus 1 in 4 Saturday mornings 9am to 1pm. Please note the ability to work until 6pm on 3 days per week is a must.

Job Types: Full-time, Permanent

Pay: £23,250.00 per year

Work Location: In person

To apply please send you CV and covering letter to office@howellsvets.co.uk.