

We have an opportunity for new reception staff to join our team at The Brambles. The following shifts are available to be shared between two receptionists at our Churchdown surgery:

Tuesday 8.00am - 1.30pm

Wednesday 8.00am - 2.30pm

Friday 2.00pm - 7.00pm

Friday 2.30pm - 7.30pm

In addition, every third Saturday 8.30am - 1.00pm

As a Veterinary Receptionist your duties will include:

- Working as part of a dedicated team to make a difference to our clients.
- Welcoming clients and their pets and taking payments
- Putting up medications as directed by the vet
- Answering incoming calls, redirecting as appropriate
- Booking appointments and daily administration and cleaning duties

To be a successful Veterinary Receptionist you will need the following skills and experience:

- Be able to remain calm, friendly and efficient in even the most stressful situations.
- Experience of working in a busy responsive reception, booking, administration environment.

No experience is necessary as training will be given.

Please apply initially via email with a covering letter and CV to info@brambles-vets.co.uk