



Vets Now Part Time Clinic Administrator – Belfast

Ref: 11878

We are looking for an experienced Administrator to join our friendly and supportive Belfast team, this is a Part Time Vacancy which would be ideal to fit around your current commitments.

Roles & Responsibilities

The successful candidate will assist the Principal Nurse Manager with the key administrative duties within the clinic including banking, debt control, managing the reception rota and perform other administration tasks to ensure the smooth running of the clinic.

Working Pattern

This part time position is for 10 hours per week, 5 hours to be completed on Monday and other 5 hours can be completed any other time through the week.

Qualifications & Skills

You will be an organised administrator, who is IT literate and a calm and confident communicator. Experience in a veterinary practice is preferred but not essential.

Information on the position can be found in the role description on our website <http://www.vets-now.com>

To apply for this position go to our Vets Now careers page - <https://careers.vets-now.com/jobs> or email your CV to Kerry - Kerry.mccann@vets-now.com