

Job specification

Company name: Derbyshire Veterinary Services Ltd.: Overdale Vets

Job title: Stock Coordinator and general assistant

To start ASAP. Hours 39.5 hrs a week.

Monday 9am-5.30pm

Tuesday 9am-5.30pm

Wednesday 9am-7pm

Thursday 9am-5.30pm

Friday 9am-5.30pm 1 in 3 Friday lates

Saturdays (1 in 4) 8.30am-12.30pm (time in lieu the following Friday afternoon for this)

Criteria	Essential	Desirable
Qualifications	GCSE English grade C or above GCSE Maths grade C or above	
Skills/competencies	English language Good communication skills Strong organisational skills with the ability to multitask and prioritise IT skills Basic numeracy & literacy skills Accurately follows directions and completes work to a high standard Able to work with own initiative Good time management	Telephone skills including proactive client management. Animal handling.
Knowledge	None required – full training will be given.	Knowledge of the veterinary industry Knowledge of pet ownership Knowledge of farming industry Knowledge of horse ownership Local geographical knowledge Knowledge of stock handling Knowledge of drug dispensing
Previous experience	Customer service including both face to face and phone communication Cash handling	Working in a veterinary or doctors surgery General administration Drug dispensing Handling confidential and sensitive information Using a business online ordering system Stock handling
Personal qualities	Friendly Confident Responsible Reliable Well organised Trustworthy Team player	