



Technical Administrator for Farm Vet Practice

An exciting opportunity has arisen for a bright, enthusiastic and motivated person to join our expanding farm animal veterinary team on the support side.

We are an independent farm veterinary team who enjoy working together with our clients to ensure an affordable, healthy proactive and productive service.

If you are a friendly individual who has a good knowledge and understanding of the agricultural industry and livestock in particular, who wants to enjoy coming to work each day to be part of a caring, fun and passionate team of professionals - we would love to hear from you!

The role is critical to supporting and developing the smooth running of the business alongside the rest of the team by providing administrative support and technical assistance to the Veterinary team.

Required Qualifications:

GCSE's x 5+ @ grade 6 or C and above

Computer literate – Microsoft Excel, Word and PowerPoint

Experience and knowledge of livestock and the UK agricultural industry

Preferred Qualifications:

Agricultural Diploma or above

AMTRA SQP

Veterinary Technician (livestock)

The successful candidate will be trained (if not already) as a 'Suitably Qualified Person' RAMA enabling them to advise and prescribe where necessary VPS medicines to our clients and to assist our vets after diagnosis and prescriptions have been made.

Main Duties:

- Client contact/service – answering the phone and greeting clients when they come into the practice
- Use of the practice management system to arrange appointments, invoice products, record payments, input stock etc
- To have farm health care knowledge to be able to assess the urgency of appointments
- Dispense prescribed medication (under supervision)
- RAMA (SQP) advise on medicines, pom-vps and animal health (once fully trained)
- Stock control and rotation
- TB administration
- Supporting the vets in the field – helping to ensure the smooth running of the diary and assisting in IT and spreadsheets
- Laboratory work – you will be taught how to carry out the various in house tests that the vets need to perform on a daily basis and then to lead in that area
- Supporting the team with promotion of products and services – assist with campaigns and shows.

For the right person this will be an ever developing role within the practice and we welcome and will support them in finding their own niche within our progressive farm animal practice.

The position would ideally suit a recent graduate keen to develop a long term career within both the veterinary and agricultural industries.

Good remuneration including competitive salary and additional employee benefits are provided.

CPD and study towards further qualifications is paid for and encouraged.

This is ideally a full time role with the possibility of some flexibility for the right candidate.

Please apply by the 14th October including both a covering letter and curriculum vitae by email to Fo Jones (Practice Manager) @ foj@blackdownfarm.vet

If you would like to discuss further or for more information please contact me by email or phone on 01404 819150.