



## **Vacancy - Receptionist**

**Based at the B&W Willesley Clinic, nr. Tetbury, Gloucestershire**

We are looking to recruit a Receptionist based at our Willesley Clinic in Gloucestershire.

This is a full-time position (40 hours/5 days per week) for a fixed term contract of 9 months to cover maternity leave, starting in January 2020.

We are looking for somebody to provide a professional and efficient reception service to clients and B&W staff alike, ensuring a high standard of both first point customer service and all relevant administration duties.

Key responsibilities will include:

- Responding to all incoming correspondence – in person, via email or telephone
- Managing vets' diaries and booking appointments
- Dealing with account queries and payments
- General housekeeping

The successful candidate will have strong customer service skills and be able to manage and prioritise multiple tasks. General IT skills and equine knowledge is essential.

Salary is dependent on skills and experience.

To apply, send your CV and a covering letter, including position applied for and how your skills and experience would add value to us, by email to [maggie.martin@bwequinevets.co.uk](mailto:maggie.martin@bwequinevets.co.uk).

