



Farm Services Administrator

We are looking to recruit a Farm Services Administrator to join our busy team. The role involves inputting and managing data from our clients' farms, generating reports as well as providing excellent diary management to our progressive team of ruminant vets. In this supporting role the successful candidate will be required to carry out a wide range of administrative duties.

The successful candidate must have excellent organisational and communication skills. They must be proactive, take the initiative and have the ability to multitask. A knowledge of standard software packages and the ability to learn company-specific software is required.

Applicants seeking part- or full-time work will be considered.

Experience in the farming or veterinary sector is not essential as full training will be given.

The closing date for the application is Friday 5th February 2021.

All applications marked FAO Evi Collard should be forwarded to Bishopton Veterinary Group LLP, Mill Farm, Studley Road, Ripon, North Yorkshire, HG4 2QR

Or emailed to careers@bishoptonvets.co.uk