



**Malmesbury  
(16+ hours)**

**PART-TIME : Monday - Thursday  
DISPENSARY ADMINISTRATOR**

Based at our newly refurbished Pharmacy, this important role assists our veterinary teams every morning by ensuring medicines safely reach our clients throughout the UK. It requires someone who can pick accurately, pack carefully and dispatch parcels in a timely manner, whilst remaining focused in a busy area of our business.

It's all go from the moment you arrive in the morning; there is a daily delivery to check off before the preparation of daily orders begins. Accuracy, diligence and strong time management skills are a pre-requisite for this role, as is the need to work economically with packaging and maintain a good sense of spatial awareness. You must enjoy working independently in a busy environment.

**IDEAL HOURS: 8.00am - 12.00pm (or later start considered)**

APPLICATIONS WILL BE CONSIDERED BASED ON THE ABILITY TO:

- Work Monday-Thursday for a minimum of 4 hours daily
- Work confidently with computers
- Be organised in their work, prioritising to meet daily deadlines
- Demonstrate accuracy and neatness while working productively
- Work independently and diligently in a busy environment
- Provide occasional holiday cover during afternoon periods

**APPLY WITH C.V. & COVERING LETTER to:**

**[Jason.vernon@georgevetgroup.co.uk](mailto:Jason.vernon@georgevetgroup.co.uk)**

[www.georgevetgroup.co.uk](http://www.georgevetgroup.co.uk)