



Cromwell Vets

Over 100 years of care

Receptionist/Telephonist - Huntingdon

Cromwell Vets requires a flexible and enthusiastic person to join the team as a Receptionist/Telephonist based at our Huntingdon Surgery.

Excellent communication skills and previous experience in client care will be expected. Good computer skills are necessary however, full training will be given on our own veterinary software program. Attention to detail and accuracy in cash handling will also be an essential requirement.

All applicants must have the ability to change or cover shifts at short notice and he/she must be able to travel between our Surgeries therefore, a clean driving license and the use of their own car will be required.

Training will be given for a minimum of four weeks with the possibility of continued training/mentoring for a further one/two months. The hours of work will be:

Monday to Friday:	8.00am – 1.30pm or 1.30pm – 7.00pm
Alternate Saturdays:	8.00am - 1.30pm
Friday Evenings:	7.00pm – 9.00pm (every third Friday)
Every 6 th Sunday:	9.00am – 4.00pm (on a need basis)

Pay: from £8.86 per hour

If you wish to apply for the above position you will be asked to provide a current Curriculum Vitae of your previous employment history. We also ask you to attach a covering letter giving the reasons why you are interested in the above positions and how you see yourself fitting amongst the Reception team.

If you wish to ask for more details, please visit our website: cromwellvets.co.uk or contact the Receptionist Manager on 01480 52601/52222 or alternatively email recruitment@cromwellvets.co.uk