



ADMIN SUPPORT

Veterinary Services (HB) Ltd operates two clinics in the Hawkes Bay area. We require a person to fill the above full-time position in our Waipukurau clinic.

We are looking for a bright and bubbly person who is able to turn their hand to a multitude of different tasks. The role will be varied but the key attributes we are looking for in the successful applicant include;

- Excellent customer service skills
- Proficient computer skills covering the Microsoft suite of products, generic systems and website maintenance
- Basic understanding of marketing principles and practical application
- Good organisational skills
- Ability to work in a team environment
- Juggle multiple jobs and prioritise
- Be self motivated and able to work unsupervised

Whilst the role is primarily admin based there is an expectation that the successful person will grow the role and add real value to help grow a busy veterinary practice. There is also a requirement to work rostered Saturday mornings.

If this sounds like you, we are looking forward to hearing from you. Please forward your application, complete with C.V to:

The Human Resources Officer
Vet Services (HB) Ltd
P O Box 503
Waipukurau

Or e-mail: waipukurau@vshb.co.nz

Applications close Friday 7th October 2011