



Part – Time Receptionist

We have a fantastic opportunity for a part-time Receptionist to join our practice in Wilmslow.

You'll join a team of experienced Vets, Nurses and Veterinary Care Assistants where our aim is to treat our patients as though they were our own animals and to treat our clients in the way we would wish to be dealt with ourselves.

The Role:

- Hours: Part Time – 22.5hours a week to be worked across 3 or 4 days.
- Shifts: Between 8am – 6.30pm.
- Weekend rota: 1 in 4 Saturdays (8.30 -11.30 am)
- 1-2 Bank Holiday Shifts at our Hospital site per year.

We are keen to welcome a self-motivated and well-organised individual to the team.

**** Salary dependent on skills and experience****

This role will include:

- Maintaining a professional, effective and organised client reception.
- Working flexibly to perform all administrative and clerical duties related to the professional responsibilities of a veterinary receptionist within the practice.
- Facilitate a friendly and welcoming client experience.
- Maintaining a clean environment.

As proud members of the VetPartners family we offer a fantastic range of benefits including:

- 6 weeks paid holiday including bank holidays
- £250 CPD Allowance per annum
- Health Cash Plan – offering a wide range of benefits for health and wellbeing treatments – from dentistry to sports massage
- Enhanced paternity, maternity, adoption, shared parental leave and surrogacy pay
- Discounted veterinary fees
- My Perks – offers, discounts and cashback on shopping, travel, entertainment and much more
- Cycle to work scheme
- CPD/training support
- Company sick pay
- Annual pay reviews
- Focus on employee wellbeing
- Career progression opportunities

If this sounds like the role for you apply today! We look forward to hearing from you.