



**International Zoo Veterinary Group**  
Station House, Parkwood Street  
Keighley, West Yorkshire  
BD21 4NQ, UK  
**T :** 01535 692000  
**E :** [admin@izvg.co.uk](mailto:admin@izvg.co.uk)  
**W :** [www.izvg.co.uk](http://www.izvg.co.uk)

## **Job Vacancy: Full-Time Permanent Administration Assistant, IZVG**

**Title:** Full-time permanent administration assistant at IZVG, Keighley, West Yorkshire.

**Hours:** Monday – Friday 09:00-17:00

### **Duties:**

- General admin
  - o Email enquiries
  - o Telephone enquiries
  - o Communicating with IZVG clients and IZVG team via telephone and email
  - o Filing
  - o Printing and scanning
  - o Making deliveries of letters and small parcels to local post office
  - o Data entry using Microsoft Access database
  - o Assisting with finance administration duties using Xero accounting software
- Orders/stock: (this role requires manual handling)
  - o Ordering goods and monitoring stock levels of products and packaging
  - o Collecting goods from local pharmacy
  - o Receiving and splitting goods
  - o Administrative duties to ensure that all orders from clients are dealt with promptly and efficiently
  - o Picking and packing goods for dispatch
  - o Accurately labelling goods
  - o Dispatching and liaising with courier companies
  - o Maintaining accurate records of orders and deliveries

### **Requirements:**

- Full clean UK driving licence, use of car during work hours essential
- Knowledge and experience using Microsoft Office (Word, Excel, Outlook, Access)
- Good attention to detail
- Ability to work as part of a small team
- Experience using accounting software e.g. Xero desirable.
- Proof of eligibility to work in the UK will be required.

### **Salary:**

Salary commensurate with experience.



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**To apply:**

Please send your covering letter and CV to [admin@izvg.co.uk](mailto:admin@izvg.co.uk)

**Closing Date:**

Until a suitable candidate has been found.

For further information and to read the full job description, please see [www.izvg.co.uk](http://www.izvg.co.uk)