

Veterinary Sales and Technical Assistant

- Part time (25-30 h/p/w)
- Permanent role
- Competitive salary
- Benefits package

Protexin® Careers

This is a fantastic opportunity to join one of the fastest growing companies in the industry. Based at our head office in Somerset we are looking for a Veterinary Sales and Technical Assistant to join our team. Reporting to the National Sales Manager, this is a key administrative and telesales role, supporting the Veterinary Sales and Technical teams.

Main responsibilities include

- Maintaining the Company's database of veterinary practices and practice staff.
- Gain telephone sales of our products from veterinary practices and processing on the in-house computer system.
- Interact with veterinary practices on a regular basis and build strong relations with accounts to ensure loyalty to our products.
- Updating spreadsheets with sales data and producing reports and spreadsheets as required.
- Aiding the sales and technical teams with various administration duties including data input, printing and laminating of data sheets, collating documents and mail shots.
- Assisting the National Sales Manager with preparation for quarterly team meetings and taking meeting minutes.
- Preparing and sending information packs to new veterinary practices, and sending literature and marketing materials as required.
- Contacting veterinary practices to discuss upcoming marketing campaigns and sales promotions, providing required literature and marketing materials, and building strong relationships with key decision makers.
- To attend trade shows, events and conferences to continually develop relationships with practices and assist the sales team in promoting the brand and product range.
- Acting as the first point of contact for technical enquiries and directing complex calls to the relevant person.

Essential candidate skills

- Excellent communication skills and experience of building relationships
- Previous experience of telesales and a confident telephone manner is desirable
- Excellent IT skills including the use of Word, Excel and Outlook to a high level
- Previous experience in an administration role is essential, but veterinary industry experience is not required

To apply for this opportunity, please send your CV plus a covering letter giving details of your current salary to:

Claire Rowswell, HR Manager – recruitment@protexin.com

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and nature
in balance