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| <b>Job title:</b>     | <i>Clinical Data Coordinator</i>                      | <b>Department:</b>    | <i>Support Staff</i>   |
| <b>Reporting to:</b>  | <i>Rose Franklin, Office &amp; Operations Manager</i> | <b>Working Hours:</b> | <i>35-40-hour contract, flexible with exact working hours.<br/>Saturday mornings in a 1 in 7 rota.</i> |
| <b>Contract Type:</b> | <i>Permanent</i>                                      | <b>Start Date:</b>    | <i>ASAP</i>  |
| <b>Location:</b>      | <i>Tyndale Vets, Lower Wick, Dursley, GL11 6DD</i>    |                       |  |

### Job description

**Come aboard Tyndale Vets as a full-time Clinical Data Coordinator!** At Tyndale Vets we are more than just a farm veterinary practice, we are a passionate team dedicated to providing a wide ranging, practical service to help our clients achieve their potential. This goes beyond seeing sick animals and providing medicines, with every member of the team looking to support our clients and their animals in every aspect.

#### **ABOUT US:**

Nestled in the scenic Gloucestershire countryside, Tyndale Vets provides high quality care to our farm animals, camelids and deer, boasting a vibrant team of 30. Our mission is to deliver outstanding service and support, empowering farmers to reach their goals. Embracing a culture of fun and teamwork, every team member is driven and dedicated to collaborative success. We prioritise initiative and innovation, striving to position our team as one of the foremost providers of veterinary production animal medicine in the UK.

#### **THE ROLE**

Are you a master of multitasking and thrive in a fast-paced environment? Join our dynamic team! As our Clinical Data Coordinator, you'll play a pivotal role in supporting our clinical vet team with data handling. From assisting vets with data input and analysis as well as designing and implementing workbooks. From medicine pricing updates and coordinating bulk milk samples to assisting with the administration for government schemes, you'll be crucial to helping us maximise the efficiency of the veterinary team.

You'll take the reins on client annual health checks, from scheduling appointments to generating reports and assisting vets with documentation. Your goal? To elevate client service by ensuring ongoing support and follow-ups throughout the year. Plus, you'll lend a hand to our office team heading up general office procurement and spend one day a week on Reception, immersing yourself in the heartbeat of our business.

You will ideally be working 40 hours per week, plus 1:7 Saturday mornings for which you will receive time back in lieu.

#### **THE IDEAL CANDIDATE:**

If you're a wizard with Excel, possess top-notch numeracy skills, and thrive in administrative roles, we want you! Knowledge of pivot tables, VLOOK ups and other excel functions and previous experience in a similar capacity is essential, with a background in farm environments being a definite plus.

#### **PERKS OF JOINING US:**

In addition to a competitive salary (based on experience), you'll enjoy perks like enhanced sick pay and annual leave, comprehensive training and employee discounts. Plus, we offer a supportive work environment where your growth and development are paramount.

**ADDITIONAL NOTES**

Flexibility is key, as occasional evening and weekend work may be required. At Tyndale Vets, diversity is celebrated, and we welcome applicants from all walks of life. Join us, and be part of a team that values teamwork, innovation, and a dash of fun!

Apply now by sending your CV and a covering letter to [rose.franklin@tyndalevets.co.uk](mailto:rose.franklin@tyndalevets.co.uk) or call Rose and have a chat on 01453 511311