**ASM Coordinator – Lytham, Lancashire – Full Time - £25,000 to £28,000 per annum**

An exciting opportunity to join the global leader in veterinary nutraceuticals. VetPlus have six international offices and distribute their market leading products to over 40 countries worldwide.

Based at our head office in Lytham, the ASM Support Coordinator will provide office support to our field sales team and veterinary practices that are based in the UK.

**About the role**

* First point of contact for veterinary practices and end users.
* Responsible for handling product complaints, and reporting these to the Quality Control department.
* Administration and management of the ‘Lunch & Learn’.
* Full responsibility for the Partnership Programme.
* Process all free of charge stock.
* Process all sponsorship requests.
* Database processing.
* Put together induction folders for new starters.
* Organisation and distribution of all necessary equipment and boot stock for field sales staff following technical training.

**About you**

* Previous office or administration experience is essential.
* Excellent telephone manner.
* Good organisation skills.
* Competent communicator at all levels.
* Working knowledge of MS Office – including MS Word, MS Excel, and MS PowerPoint.

**About us**

VetPlus specialise in the manufacture and sales of animal nutrition products within the veterinary sector. We pride ourselves on being super-premium and the best in the industry.

VetPlus are the world's 2nd largest manufacturer of veterinary nutraceuticals.