

# Recruitment vacancy – Administrative Officer

News story

Details of a vacancy for an Administrative Officer, Operations Coordinator, in our residues section.



This interesting job puts you at the heart of the VMD's residues section of the surveillance division. The office audits the samples taken by collection agencies from a wide range of food producing animals.

## **Job Title:**

Administrative Officer, Operational Coordinator, residues section

## **Grade**

A0

## **Salary & Pension**

£24,369 -£24,369 per annum with pension scheme

## **Annual Leave entitlement**

Commencing at 25 days

## **Role**

The primary purpose of this role is to provide support and assistance in sending out sampling kits to sample collection agencies across Great Britain. You will also be involved in cross team work such as reporting, monitoring, record keeping and invoicing.

## **How to apply**

You must make your application via [Civil Service Jobs](#) where you will find a full job description including salary details.

## **Closing Date**

2nd May 2022

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