

[Vacancies for 4 Administrative Officers in the Application Management Team](#)

News story

Details of vacancies for Administrative Officers in our Application Management Team.



This exciting and interesting role puts you at the heart of the VMD's work in the authorisation of applications for veterinary medicinal products.

You will be part of a team that links with scientific disciplines and has frontline interactions with the pharmaceutical industry and with regulators from other global jurisdictions.

Job Title

Administrative Officer in the Application Management Team

Grade

Administrative Officer

Office base

Addlestone, Surrey

Salary & Pension

£24,369 per annum with Pension Scheme

Annual Leave entitlement

Commencing at 25 days

Role

The job holder is responsible for overseeing the progression of application procedures subject to published standards targets for licensing work as set out in the VMD Business Plan, and meeting and contributing to objectives set out in the Authorisations Work Plan.

Skills

- Experience of working under pressure, within a target driven environment.
- Experience in authorisation procedures for veterinary medicinal products or can demonstrate the ability to develop this understanding quickly.
- Fluent in English language (spoken and written).
- Competent in the use of Microsoft Word, Excel and Outlook.
- A good level of numeracy

How to apply

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

Closing Date

7 September 2021

Published 24 August 2021