



Office Manager

DUTIES:

Human Resources

- Directly recruits, interviews, and hires support staff personnel.
- Supervises support staff personnel and acts as the direct authority regarding disciplinary procedures, discharging and all the legal responsibilities of employment.
- Assures that personnel are properly trained for the position.
- Mediates all personnel problems, maintains employee motivation, and structures continuing education for support staff personnel.
- Performs regular employee reviews, manages employee development
- Schedules personnel and is responsible for support staff personnel employment benefits.
- Processes Payroll
- Maintains a thorough set of employment policies and employee manual.
- Maintains OSHA requirements

Inventory

- Orders and receives inventory, purchase supplies at local stores.
- Maintains proper inventory counts
- Performs periodic reviews to assure that optimal prices are obtained.
- Minimizes inventory overhead.

Patient/Client Production

- The veterinary hospital manager is responsible for seeing that success is achieved with each client interaction with the veterinary hospital staff.
- The hospital manager will use the tools of education, motivation, structuring, scheduling, coordinating, evaluation and analysis to achieve optimal client satisfaction from the veterinary hospital services and staff.
- Oversees the building and equipment maintenance and housekeeping standards.

Accounting

- Daily bank deposit
- Reviews and prepares all accounts receivables, collections procedures and policies to confirm that each is handled correctly and timely.
- Periodically reviews fee schedule for services, products and increases or changes as necessary.

Other duties as assigned

Potential areas for growth:

- Either directly prepares or supervises preparation of all business accounting reports and transactions. Audit both the preparer and hospital personnel performance to assure that proper methods and techniques are being used.
- Establishes hospital budgets and projections for growth.
- Developing and accomplishing a hospital marketing program.



HOURS/COMPENSATION/BENEFITS

- 40 hours a week, Monday – Friday between 7:30am-6:00 pm, on call to respond to employee call ins.
- Pay - \$12-15 per hour based on education, experience, and references
- Following 90 day introductory period:
 - 50% of Health Care premium when participating in hospital's group policy
 - 20% off veterinary care for your own pets at our hospital
 - Additional Veterinary Care Credits earned monthly for pet care at our hospital
 - PTO accrued at a rate of 0.025 hr/hr worked up to a maximum of 80 hours of PTO.
 - Paid Holidays
 - Uniforms Provided