

Veterinary Assistant Position

We are looking for a talented individual with a strong drive to provide the best care possible for our patients and their owners.

Requirements:

- Must truly enjoy helping animals and people
- Excellent customer service skills
- Excellent computer skills
- Quick learner
- Flexible schedule - willing to work weekends
- Positive attitude
- Desire to learn new things
- Must be able to lift 40 lbs
- High school diploma or GED
- Previous experience or **technician degree a plus**

Hours:

Minimum 35 hrs/week if Full-Time, based on patient needs. Hours will be scheduled during the following time frames: Monday-Friday 7:30 am -6:30 pm, may occasionally need Sat 7:30-1 pm. and alternating holiday kennels once a year. Hours may extend later based on patient needs. Hours may also flex during the year.

Duties:

- Assisting the veterinarian with patients in the exam room
- Educating clients on their pets medical needs
- Entering patient reports, test results, and charges into the computer
- Answering phones/scheduling appointments
- Caring for medical and boarding patients
- Collecting laboratory specimens and running tests
- General hospital maintenance and cleaning
- Assisting with anesthesia and surgeries
- Attending regular staff meetings/lectures/training sessions - some time spent learning material at home will be expected
- Other duties as assigned

Pay/Benefits (applies to full time employees):

- Pay commensurate with experience
- Bonus based on hospital performance
- Health Insurance Coverage – 75% employer paid
- Paid holidays and personal leave after introductory period
- Discounted pet care after introductory period
- Simple IRA – 3% employer matching

Resumes Requested. No phone calls, please. It interferes with the care of our patients.