

Job Title:

Office / Veterinary Assistant

Additional Information:

We are seeking someone with experience in the veterinary field for this job but are willing to train the right applicant. If you claim to possess job skills / experience we require positive and verifiable employment references.

Please submit hand-written cover letter, resume including professional (work-related) references, and completed job application in person at 90334 Highway 101 in Warrenton, OR.

Requirements:

At least eighteen (18) years of age.

Basic computer skills with knowledge of Windows.

Experience in a professional office / veterinary office highly preferred.

Should enjoy working with people and animals.

Must have reliable transportation.

Job Duties:

Assist in exam rooms, take notes.

Restrain animals, clean/sanitize room between patients.

Process invoices.

File papers/charts.

Receive payments, make change as necessary.

Data entry.

Assist with surgery preparation. Sterilization of equipment.

Lift / assist to lift up to about 50 lbs [Examples: 1) Carrying large bags of pet food to car for customer. 2) Lifting heavy animals onto surgery table.]

Cleaning.

Answering telephones, scheduling appointments.

Balancing register at end of day.

Additional tasks as assigned.

Hours:

Schedule to be arranged, hours will vary. Approximately 20 - 30 hours per week to start.

May be scheduled to work any day of the week. Regular business hours are Monday – Friday 8:00 am – 5:30 pm and Saturday 8:00 am – 2:00 pm. However shift hours may start earlier and end later than that depending on volume of business. May be asked to assist with after-hours emergencies for example. May need to assist with animal care on Sundays.

Pay:

DOE; starts at \$9.25 an hour