



300 Harlem Road West Seneca NY 14224

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## **Job Opening: Veterinary Assistant**

*This is a full-time position - 40 hours per week*

The SPCA Serving Erie County is currently seeking a committed and energetic individual to work within the Infirmary. The Infirmary practices shelter medicine for all domestic animals that come to our facility. The Veterinary Assistant position is an entry level position that offers on the job training with opportunities for career growth. Ideal candidates must be reliable, compassionate toward animals and devoted to the mission of the SPCA.

Working with the Veterinarian and Veterinary Technicians, the Veterinary Assistant will help with the administration of treatments, preparation of animals for surgery and other procedures including euthanasia, and cleaning and disinfecting equipment and the space used for animal procedures. Assisting with x-rays, lab work, entering medical information into the medical records data base and maintaining the facility in a clean and orderly manner.

### **Requirements:**

- Applicants must be able to work well with others and effectively communicate.
- Experience working with animals is preferred.
- Ability to perform data entry tasks on the computer.
- Good Attendance.

### **Expectations and Responsibilities:**

- The ideal candidate will be reliable, dependable, and compassionate with people and animals.
- Must collaborate with SPCA Infirmary, volunteers, and staff.
- Willingness to learn.

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*To apply, complete an employment application and drop off at Admissions or email your resume to Leslie Stewart, HR Manager at: [leslies@yoursPCA.org](mailto:leslies@yoursPCA.org)*

***Deadline for all applications is Friday, December 21st.***