



JOB POSTING NOTICE

POSITION: VETERINARY ASSISTANT
DEPARTMENT: SHELTER
REPORTS TO: VETERINARY SERVICES COORDINATOR
STATUS: FULL TIME – HOURLY
DATE: OCTOBER 09, 2020

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

This role works with the Veterinarian and Veterinary Technicians to 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 the x-rays, lab work, entering medical information into the medial records database and maintaining the facility in a clean and orderly manner.

The candidate will collaboratively perform duties with great attention to detail and have the ability to effectively multi-task while working with staff in other departments. This people-friendly person will be skilled using computers, have a willingness to learn and work well independently.

The successful candidate will possess the following competencies:

1. Communication Skills
2. Ability to multi-task
3. Knowledgeable and skilled with domestic animals
4. Reliable and Dependable

We offer an excellent benefits package including: medical, dental and vision insurance, paid term life plan, 401k Retirement plan, PTO, paid holidays, professional development and much more! If you are interested in this position and meet the minimum qualifications, please submit your resume to Leslie Stewart, Human Resources at: leslies@yoursPCA.org Thank you!