



JOB POSTING NOTICE

POSITION: VETERINARY DEPARTMENT ADMINISTRATOR
DEPARTMENT: VETERINARY SERVICES
REPORTS TO: VETERINARY SERVICES COORDINATOR
STATUS: FULL TIME - NON-EXEMPT
DATE: MAY 9, 2022

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

This is a newly created position to assume traditional administrative responsibility for a large community-centered animal welfare department within the SPCA Serving Erie County. This position will enable a more unified, efficient, and organized operation across our multiple teams within the Veterinary Department as we advance in our mission to the community.

The successful candidate will be able to make decisions quickly and confidently to keep the department moving forward and is resourceful and able to find solutions to non-standard situations. They will possess resilience and can move through and past difficult situations, directing and planning daily workflow and operational processes and is skilled in conflict management with the ability to diffuse tense situations. This individual must be empathetic and crave connections with team members and clients, as well as enjoying unpredictable, fast-paced days with broad responsibilities – some of which include:

- Managing the administrative needs of a growing team of veterinary professionals from veterinary assistants to veterinarians
- Functioning as the daily “go-to” resource to address issues while working to create systems to reduce preventable ones
- Helping to develop and optimize workflow into consistent and methodical processes
- Working closely with Lincoln Memorial University representatives to develop a healthy and sustainable organizational structure to schedule and manage the clinical rotation experience
- Serving as a culture champion and lead by example with a positive “can-do” outlook
- Guiding, managing and developing supportive volunteers within the department as needed
- Continually challenging the ceiling on client experience within the Lipsey Clinic

EXPERIENCE

- Administrative experience preferably in a healthcare or veterinary medicine
- Excellent written and verbal communication skills
- Advanced problem-solving and critical thinking skills with a high aptitude for learning

This individual will participate in creating a thriving culture of philanthropy at the SPCA Serving Erie County by increasing awareness and support of our organization. This is achieved by being knowledgeable and supportive of SPCA programs and events, sharing your passion for service to animals and people within our community, and serving as an inspiration by providing an exemplary level of animal care and guest service.

If you are interested in this position and meet the minimum qualifications, please submit your resume to Julie Schultz, Human Resources at julies@yoursPCA.org.

