



ADMINISTRATIVE **ASSISTANT** - **AMBULATORY DEPT.**

- Full Time - 36-40 HRS
- High School Diploma /GED equivalent
- Minimum of 1-year clerical experience
- Minimum of 1-year equine experience.
- Communication Competence a must!
- Transcribing from drafts, Coggins, insurance papers, digital & physical filing,
- Solid computer skills including Word, Spreadsheets, internet and databases.
- Position is set in a team environment with an open floor plan.
- Support a variety of projects for other employees/departments.
- Cross-training
- Medical report form typing.
- Sales Support
- Mail distribution, postage machine usage
- USDA Coggins interface
- Submitting blood work to outside labs.

Please contact: hr@roodandriddle.com