

Podiatry Admin. Assistant

Job Opening - Full Time: Monday – Friday

· Hours: 7:30am- 4:00 pm,

40 hours a week with some overtime and possible weekend hours required.

- Ability to work under pressure in a fast-paced department, multi-tasking capability a must.
 - Good attendance and dependability required.
- Must have good communication skills and enjoy a team environment, some cross training will be required.
 - Computer Skills required - Microsoft Office /Google calendar.
 - **Equine experience preferred.**
- Knowledge about equine podiatry and/or farriery is helpful but not mandatory.