

## **THERIOGENOLOGY ADMINISTRATIVE ASSISTANT**

Rood & Riddle Equine Hospital is seeking a highly organized and detail-oriented Theriogenology Administrative Assistant to provide administrative support to the Theriogenology department. The ideal candidate will have excellent communication skills and be able to work independently in a fast-paced environment. The role requires a high degree of accuracy and attention to detail, and the ability to manage multiple tasks simultaneously. This is a full-time position with a competitive salary and benefits package. The successful candidate will have the opportunity to work with a dynamic and highly skilled team of professionals in a state-of-the-art equine hospital.

### Primary Duties

- Answer phone calls and respond to emails in a timely and professional manner
- Schedule appointments and maintain calendars for the Theriogenology department
- Preparation of client invoices and manage accounts
- Provide support to the veterinarians and technicians as needed
- Coordinate with other departments within the hospital to ensure smooth communication and workflow
- Perform other administrative duties as assigned

### Requirements

- Excellent communication and customer service skills
- High school diploma or equivalent required; some college coursework preferred
- Minimum of one-year horse experience
- One to two years of administrative experience required, preferably in a veterinary or medical setting
- Driver's license and proof of personal auto insurance

### Skills Preferred

- Proficient in Microsoft Office Suite and ability to learn new software quickly
- Proficient with Google calendar
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Willingness to learn and take on new responsibilities as needed
- Experience with equine veterinary medical records and terminology is a plus

### Schedule

- Day shift
- Full-time
- Including one weekend day
- Some overtime may be required

#### Benefits

- Health insurance
- Dental insurance
- Vision insurance
- 401(k) after one year
- 401(k) matching after one year
- Vacation, sick, personal and holiday time
- Employee discounts