

VETERINARY ASSISTANT(S) POSITION:

John R. Steele & Associates is currently hiring veterinary assistants to join our team. Candidates should have an interest in equine sport medicine, especially in the disciplines of show hunters, jumpers and dressage. Assistants are responsible for ensuring appointments run efficiently, maintaining equipment, and handling horses during examinations, assisting in laboratory work including handling and processing blood. Our staff also supports therapeutic treatments, including FES, Laser, and Shockwave. Above all, candidates must be able to communicate effectively, work in a team environment, and have a willingness to learn.

Responsibilities include, but are not limited to:

- *Daily Organizing: Scheduling appointments, Coordinating with barn managers at each appointment to keep workflow efficient, keeping the clinic organized, cleaning and stocking vet trucks daily, maintaining inventory stock list, daily record keeping and email communication.
- *Handling Horses: twitching, jogging, lunging, bandaging, scrub / prepare for treatment.
- *Radiography & Ultrasonography: Setup, assisting in imaging, and uploading images to server.
- *Performing FES (Functional Electrical Stimulation Therapy), Laser and Shockwave therapies.
- *Blood and Laboratory Work: processing IRAP and PRP, analyzing fecal samples, and preparing samples and shipping to various labs for testing.
- *Miscellaneous: driving to appointments, basic administrative tasks such as recording dispensed medications, running various clinic errands.

Qualifications and desired skills:

- *At least two years of equine industry experience.
- *Able to follow directions, take initiative, and remain calm under pressure.
- *Superb time management and attention to detail.
- *Exceptional verbal and written communication skills.
- *Client confidentiality and customer service skills, answering the phone, taking messages.
- *Solid education & foundation in horsemanship and equine anatomy.
- *Valid Driver's license with a good driving record.

Benefits

- *Health insurance, *Retirement plan, *Vacation, *Continuing Education

****PLEASE ADVISE - This is a traveling position. Candidates will spend April - November in Gordonsville, Virginia and then relocate with the team to Wellington, Florida for the winter, with some additional travel in between.**

Please send resume and cover letter with two equine references to oakhillemployment@gmail.com