Osceola Veterinary Service - Full or Part Time Veterinary Receptionist/Assistant
Osceola, WI 54020
http://www.osceolavet.com

Osceola Veterinary Service is a locally owned 3.5-DVM mixed animal practice looking to add a veterinary receptionist/assistant to the team. Located in Osceola, WI, the practice has been a staple in the community since its founding in 1954, with a well established and growing client base. The practice currently sees a mix of clients, with a breakdown of 85% small animal, 0.5% exotics, and 14.5% Large Animal (2% Bovine, 1% Camelid, 2% Caprine, 8% Equine, 0.75% Ovine, 0.75% Porcine).

The ideal candidate would be a team player, hardworking, detail-oriented, and have the ability to multitask in a fast-paced environment. Job duties include answering phone calls, scheduling appointments, greeting clients, answering questions, invoicing, handling payments, sending and receiving emails and text messages, assisting veterinarians and technicians with exams, filling prescription medications, collecting samples and performing routine laboratory procedures, administering medications, animal restraint, cleaning, restocking, and boarding or hospitalized animal care.

The staff of skilled technicians and doctors will provide training to begin or advance the veterinary skills of the candidate, with the goal of providing the best possible medical, surgical, diagnostic, and dental care for the patients.

Position Benefits	Hospital Equipment
● Flexible Schedule with rotating Saturdays ● Vacation Time ● Sick Time ● SIMPLE IRA with Company Match ● Medical Insurance	● Cornerstone Practice Management Software ● In-house IDEXX labs ● Digital Radiography ● Laser Surgery ● Laser Therapy ● Ultrasound ● Dental Radiographs ● In-house Equine facility ● Mobile Unit for farm calls

About Osceola, WI:
Osceola, WI is a scenic river town located on the St. Croix National Scenic Riverway and is a designated Main Street Community. Less than 40 miles northeast of Minneapolis/St. Paul, the village is a perfect balance of recreation, tourism, business, and industry.