



NEW JOB LISTINGS: Updated: April 18, 2018

EQUINE VETERINARY ADMINISTRATIVE ASSISTANT

POSTED: April 18, 2018

Equine Veterinary Administrative Assistant – Brewster, NY & Ocala, FL

Top level sport horse practice seeks a highly organized, motivated and energetic candidate for an office based position. This position requires a 6 month, non-negotiable travel commitment to work out of Wellington, Florida from approximately November 1st - April 30th, annually.

Primary duties will include managing the extensive administrative needs of the owner and head veterinarian of the practice. Supplemental duties will include assisting the office manager with day to day operations of all satellite locations, and directly facilitating the operation of our satellite clinic in Wellington, Florida.

The ideal candidate is exceptionally detail-oriented with a dynamic personality that can remain level-headed in times of high stress.

Prior equine office experience is strongly preferred. This is a full time position with full benefits. Salary is commensurate with experience. Company housing options are offered for the required Florida commitment. If you are interested in this position, please email your resume to:

jacie@miller-dvm.com

Only those selected for further consideration should expect to be contacted.

EXECUTIVE EQUINE VETERINARY ASSISTANT

POSTED: April 4, 2018

Executive Equine Veterinary Assistant – Brewster, NY & Wellington, FL

Top level sport horse practice seeks a highly organized, motivated and energetic candidate for an office based position. This position requires a 6 month, non-negotiable travel commitment to work out of Wellington, Florida from approximately November 1st - April 30th, annually.

Primary duties will include managing the extensive administrative needs of the owner and head veterinarian of the practice. Supplemental duties will include assisting the office manager with day to day operations of all satellite locations, and directly facilitating the operation of our satellite clinic in Wellington, Florida.

The ideal candidate is exceptionally detail-oriented with a dynamic personality that can remain level-headed in times of high stress.

Prior equine office experience is strongly preferred. This is a full time position with full benefits. Salary is commensurate with experience. Company housing options are offered for the required Florida commitment. If you are interested in this position, please email your resume to:

jacie@miller-dvm.com

Only those selected for further consideration should expect to be contacted.



EQUINE VETERINARY ADMINISTRATIVE ASSISTANT

POSTED: April 4, 2018

Equine Veterinary Administrative Assistant- Brewster, NY & Wellington, FL

Top level sport horse practice seeks a highly organized, flexible and motivated candidate for an office based position with the clinic. This position requires a 6 month, non-negotiable travel commitment to work out of Wellington, Florida from approximately November 1st - April 30th, annually.

Primary duties will include facilitating the administrative operations of several veterinarians within the practice. Supplemental duties will include facilitating seasonal laboratory and pharmaceutical needs and extensive client communication.

The ideal candidate excels in a team environment and brings a positive, workmanlike attitude along with strong communication and inter-personal skills.

Prior equine office experience is strongly preferred. This is a full time position with full benefits. Salary is commensurate with experience. Company housing options are offered for the required Florida commitment. If you are interested in this position, please email your resume to:

jacie@miller-dvm.com

Only those selected for further consideration should expect to be contacted.

AMBULATORY VETERINARY TECHNICIAN

POSTED: March 2018

Ambulatory Veterinary Technician- Brewster, NY & Wellington, FL

Top level equine veterinary practice seeks motivated, energetic candidate for an ambulatory veterinary technician position. This position is roughly based 6 months out of Brewster (May - October) and 6 months in Wellington, FL (November - April). There is extensive travel required with this position to multiple horse shows and out of town clients. Flexibility and willingness to travel is a non-negotiable quality in a candidate.

Veterinary Technicians at Miller & Associates are given a great deal of responsibility and autonomy. Their roles include scheduling and assisting veterinarians, administering medical and physical therapy treatments, performing lab work, and being intimately involved in inventory management.

Our technicians are an essential feature in every facet of the practice. They work well independently and together as a group. Eligible candidates for this role must be experienced excellent horse handlers, and prior equine veterinary technician experience is strongly preferred. This is a full-time hourly position with full benefits. Compensation will be commensurate with experience.

Please email letter of intent and resume to: jacie@miller-dvm.com.