



NEW JOB LISTINGS: Updated: August 2020

EXECUTIVE ASSISTANT- BREWSTER, NY & WELLINGTON, FL

We are seeking a highly organized, motivated and energetic candidate for an office based position with our practice.

JOB REQUIREMENTS:

This position requires a 6 month, non-negotiable travel commitment to work out of our Wellington, Florida clinic from approximately November 1st - April 30th, annually.

DUTIES & QUALIFICATIONS:

Primary duties will include facilitating the administrative operations of several senior veterinarians within the practice. Supplemental duties will include facilitating 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.

BENEFITS:

This is a full-time, salaried position.

Compensation is commensurate with experience.

Company housing options are offered for the required Florida commitment.

Employer-sponsored health insurance is provided.

Paid time off is provided annually.

401K options available upon hire.

APPLY NOW:

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