

Central Florida Large Animal Veterinary Services
Matt Walter D.V.M.
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Office Staff Job Description

Hours

40 hours per week (8:00 am – 5:00 pm) Monday - Friday

Reports to

Office Manager/Owner and Administrative Assistant

Major/Essential Job Functions

(Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

This is a highly responsible position providing a variety of routine clerical, organizational and technical work in the operation of the business. This position will schedule all the appointments for the veterinarians; communicate to clientele through phone calls, emails and follow-up letters when necessary. Create and mail monthly reminders and statements, collecting past due balances. Organize office paperwork and place medical supply orders. Do routine inventory and stocking of medical supplies. Prepare paperwork for lab test, print and mail coggins test papers to clientele. In addition, the position will handle routine bioPRYN lab phone calls and questions, including shipping of supplies if needed. Any additional paperwork deemed necessary to make the office function smoothly.

Knowledge, Skills and Abilities

Computer skills – proficient on various software programs. Ability to accurately record and maintain records, ability to establish and maintain effective working relationships with clientele and other employees. Ability to communicate effectively verbally and in writing. Knowledge of large animal health and care preferred. Ability to deal with people in a professional and compassionate manner. Ability to receive and carry out oral and/or written instructions. Ability to keep records and maintain inventory. Ability and strength to lift and move moderately heavy objects.

Minimum Qualifications

High School Diploma or GED. Possession of a valid Florida Driver's License.

Physical Demand Requirements

Physical Demand: Moderate

- 50 pounds maximum lifting
- Occasional lifting, carrying, pushing and pulling (unpacking supplies).

Applications accepted until Friday, June 1, 2018