Central Florida Large Animal Veterinary Services

Matt Walter DVM

PO Box 701837

Saint Cloud, FL 34770

407-892-2034

407-891-7811 fax

centralfloridalaregeanimal@gmail.com

**Veterinary Technician Job Description**

**Hours**

Full time. Schedule varies pending on work load of the doctor. Monday – Friday 32-40 hours.

**Reports to**

Doctor and office manager

Works closely with Office Secretary

**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 assistance to the doctor essential to allow the business to operate in an efficient manner. This position will ride with and assist the doctor in the field with routine veterinary care. It will be responsible for the upkeep of the truck to ensure that it is properly stocked at all times, including routine inventory of the truck and stocked items at the office. Coordinate ordering of any supplies with the office manager and unpacking supply order, keeping supplies clean and organized. It will require the completion of paper work for various lab test and billing in the field to ensure timely payment of services rendered.

**Knowledge, Skills & Abilities**

Computer skills – proficient on various software programs. Ability to accurately record and maintain records in the field. Ability to communicate effectively verbally and in writing with all employees and clientele of the business. Some knowledge of animal heath and care preferred, equine experience is required. 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. Must be motivated and willing to take initiative to get the job done in an efficient manner. Preference will be given to applicants with a CVT degree.

**Minimum Qualifications**

High School Diploma or GED. CVT preferred. 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).