



OFFICE ADMINISTRATOR

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Equine Integrated Veterinary Solutions (EIVS) is seeking a positive, organized, multi-faceted individual to fulfill an administrative opening within our practice.

PRIMARY RESPONSIBILITIES:

- Maintaining our phone lines by providing an exceptional client experience
- Assisting our office manager with monthly billing statements and inventory counts
- Administrative management of 2 to 3 veterinarians, to include scheduling & travel arrangements.
- Data entry of client information
- Maintaining all doctor licensure, renewals and continuing education
- Opportunity for light fieldwork restraining horses and performing therapeutic modalities on occasion (candidates with prior horse handling experience)

JOB REQUIREMENTS:

This position requires a full-time commitment of Monday through Friday, 8:30 AM – 5 PM, and occasional weekend work based on the scheduling needs of the practice.

QUALIFICATIONS:

Eligible candidates for this role must be familiar with horses, dynamic, and self-motivated. This role is essential to the success of our practice and heavily involves client communication. The ideal candidate has a professional and easygoing nature that can handle multi-tasking and organizing with ease.

COMPENSATION:

This is a full-time hourly position with a minimum of 30 hours per week. Paid time off, health insurance and 401K options are available upon hire.

ABOUT EIVS:

Equine Integrated Veterinary Solutions is comprised of 5 equine veterinarians, all certified in veterinary acupuncture and chiropractic. Our practice consists of strictly alternative therapies, and our clientele includes many of the top show horses in the country, including Olympic horses in both show jumping and dressage.

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The base hourly range for this position is \$18-\$22 per hour. Our pay ranges are primarily determined by role, level, and location. The range provided for each job posting reflects the minimum and maximum target for the position. Within the range, individual pay is determined by work location and additional factors, including job-related skills, experience, and relevant education or training.