

Pet Care Services Team Member ~ Veterinary Hospital

We are seeking a highly compassionate animal care giver to join our Pet Care Services Team—those incredibly compassionate people who interact daily with pets providing dog day care, boarding and grooming services to clients of our veterinary practice.

If you have experience taking care of pets in a boarding, grooming or dog day care business environment and want a career working with fantastic people at a top notch busy veterinary practice, then you're just the person we're looking for!

This is a full-time position; schedules allow for great work/life balance although do require working with on a team of people who share schedules that do encompass day, evening, weekend and holidays hours caring for pets.

Responsibilities and Duties

While under the supervision of the Business Manager and the Pet Care Service Supervisor, the pet care service team member must be able to perform the following duties that include but are not limited to-

- Responsible for overall care of boarding and dog day care pets to include but not limited to daily feeding, watering and exercise of all boarding and dog day care pets
 - Assist with bathing of boarding and grooming patients
 - Daily cleaning of boarding facilities
 - Receive incoming calls, schedule appointments and create estimates
 - Prepare charts and records for all incoming appointments
 - Document all communications and patient records in the practice management software
 - Work with the team to maintain a steady workflow for patients
 - Communication with the veterinarians and other technical team members
 - Candidate must be available and willing to work a variety of shifts to include weekends and holidays
- Requirements and duties will vary based on experience and client/patient needs.

Qualifications and Skills

- 1+ years of prior experience is preferred but not required
- Strong verbal and written communication skills
- Reliable, positive attitude, flexible, approachable and good time management
- Ability to multitask in a fast-paced environment
- High school diploma or equivalent

Benefits

As a member of the team you will be eligible to participate in a 401(k), paid time off, employer sponsored pet health insurance. In addition medical, vision, dental and life insurance is offered to all team members based on eligibility.

Visit our website PewaukeeVet.com for more details.