



ADMINISTRATIVE ASSISTANT / PHARMACY SUPPORT

Park Equine Hospital is a leading boutique equine medical center nestled in Kentucky's iconic bluegrass region. We pride ourselves on providing world-class veterinary care in a close-knit, collaborative environment where people and horses come first.

Our team is guided by a mission of delivering compassionate, personalized, and comprehensive equine health services with integrity and excellence. We cultivate a culture that celebrates respect, teamwork, and ongoing learning, empowering every team member to grow professionally and personally.

At Park Equine Hospital, you'll be valued for your unique skills, supported in your development, and encouraged to make a meaningful difference for our clients, patients, and community every day.

Job Opportunity

This unique role offers an excellent opportunity for an organized, customer-focused individual who enjoys variety in their workday and wants to grow alongside a thriving veterinary practice. Initially, this position will provide administrative support throughout the hospital while cross-training in our pharmacy department to assist with medication processing, inventory support, and client communication as needed.

As Park Equine Hospital completes construction of our new facility and expands operations, this role is expected to evolve into a full-time reception and client services position. The selected individual will play an important role in creating a welcoming, efficient experience for clients while serving as one of the first points of contact for our hospital.

The ideal candidate is dependable, detail-oriented, eager to learn, and enjoys working with both people and animals in a fast-paced environment.

Skills and Responsibilities

Administrative Support

- Answer and direct incoming phone calls professionally and efficiently
- Assist with client communication, appointment scheduling, and general inquiries
- Support hospital administration with filing, scanning, data entry, and document management
- Maintain accurate client and patient records within hospital software systems
- Assist with incoming and outgoing mail, deliveries, and office organization
- Provide administrative support for various hospital departments as needed

Pharmacy Support

- Cross-train with the pharmacy department to assist with medication fulfillment and client communication
- Help prepare medications and prescriptions for pickup or shipment under established protocols
- Assist with inventory organization, stocking, and supply management
- Support medication ordering and tracking processes

- Maintain accurate records related to pharmacy transactions and inventory
- Assist clients with medication pickup and related paperwork

Future Reception & Client Services Responsibilities

With the upcoming hospital expansion, this role is expected to transition into a primary reception and client services position, including:

- Greeting clients and patients upon arrival
- Checking clients in and out for appointments and hospital visits
- Processing payments and assisting with client account questions
- Coordinating appointment scheduling and hospital communications
- Managing front desk workflow and providing exceptional customer service

General Responsibilities

- Maintain a professional and welcoming attitude with clients, visitors, and team members
- Communicate clearly and effectively both verbally and in writing
- Assist with special projects and departmental needs as assigned
- Maintain confidentiality and professionalism in all interactions
- Contribute to a positive team-oriented workplace culture

Qualifications

- Excellent customer service and communication skills
- Strong organizational skills with exceptional attention to detail
- Ability to multitask and prioritize effectively in a fast-paced environment
- Comfortable learning new software systems and technology
- Proficiency in Microsoft Word, Excel, and Outlook
- Previous veterinary, medical, pharmacy, or administrative experience preferred but not required
- Ability to work independently while collaborating effectively with a team
- Positive attitude and willingness to learn new skills and responsibilities

Compensation and Perks

- Competitive pay (based on experience and skills)
- Generous vacation time and paid sick leave
- Paid holidays and family leave
- Comprehensive health and ancillary insurance options
- Employer-paid life insurance policy
- Retirement plan with employer match
- Employee discount
- Free access to mental health and wellbeing services

Location / Hours

Lexington, KY; Monday – Friday, 9:00 a.m. to 5:00 p.m.

Apply

Please send your resume and cover letter to: Yolanda Aguiar, Yaguiar@parkequinehospital.com