



Chris R. Smith, DVM	Kandace B. DeBolt, DVM	Page M. Mauk, DVM
Rocky M. Mason, DVM	Madonna J. Morrison, DVM	Emily N. Spengler, DVM
Michael A. Betz, DVM	Natalie M. Heitz, DVM	Jessie L. George, DVM
Patrick J. Ford, VMD	Rachel L. Fladung, DVM	Taylor M. Tuso, DVM

Lexington Equine Surgery Center is hiring a full-time Admissions & Discharge Coordinator. This role will ensure a smooth patient experience from arrival to discharge and support daily hospital and surgical functions. We are looking for an individual with experience in a hospital setting, great organization and interpersonal skills to join our team!

Duties include:

- Safely load and unload patients and complete check-in process
- Communicate with and provide a high-level of customer service to clients
- Monitor patients for pre- and post-operative complications
- Administer intravenous (IV) and intramuscular (IM) injections to equine patients as required
- Support surgical operations by cleaning instruments, wrapping packs, etc.
- Assist surgery preparation, anesthetic induction, patient recovery, and related tasks
- Perform additional duties as assigned by veterinarians, supervisors, or team members

Qualifications:

- 3-5 years of equine handling including: mares & foals, yearlings, adult racehorses
- Prior experience in a surgical settings is highly preferred
- Must be detail-oriented and organized
- Good communication skills and a strong sense of professionalism
- Ability to lift up to 50 lbs and be comfortable standing for periods of time

Schedule: Monday – Friday, approximately 7am – 5pm. Hours may vary depending on caseload and may include overtime.

Compensation: Competitive hourly wage commensurate with experience. Generous benefits package available.

Please submit your resume to Robin Sauer at RSauer@lexingtonequinemedical.com