

Administrative Assistant

Join Kentucky Equine Athlete Hospital – One of the Region's Premier Equine Specialty & Referral Hospitals

Kentucky Equine Athlete Hospital (KEAH), the specialty referral hospital of Equine Athlete Veterinary Services (EAVS), is seeking an organized, professional, and compassionate Administrative Assistance to provide dedicated administrative support to Dr. Wes Sutter.

This position is ideal for someone who enjoys working in a fast-paced environment, communicating with clients, and keeping daily operations running smoothly. As Dr. Sutter's Executive Assistant, you will coordinate his schedule, manage client and referring veterinarian communications, and help ensure a seamless experience for patients, owners, trainers, and hospital staff.

Because many of our patients are Thoroughbred racehorses, experience working within the Thoroughbred racing industry or an equine veterinary practice is highly desirable.

If you enjoy building relationships, thrive on organization, and take pride in providing exceptional customer service, we'd love to hear from you.

About Kentucky Equine Athlete Hospital

Kentucky Equine Athlete Hospital (KEAH) is the specialty referral hospital of Equine Athlete Veterinary Services (EAVS).

EAVS provides comprehensive equine veterinary care through our ambulatory veterinarians, specialty services, and multiple practice locations. At the heart of our practice is Kentucky Equine Athlete Hospital, our state-of-the-art referral hospital specializing in advanced diagnostics, orthopedic surgery, sports medicine, rehabilitation, reproduction, internal medicine, and emergency care.

Together, EAVS and KEAH are committed to delivering exceptional veterinary care, outstanding client service, and innovative treatment for equine athletes throughout the region.

What You'll Do

As Dr. Wes Sutter's Administrative Assistant, you'll help coordinate the daily operations of his surgical and sports medicine service while ensuring exceptional communication and continuity of care for every patient.

Responsibilities include:

- Manage Dr. Sutter's daily schedule, including, but not limited to, surgeries, lamenesses, and consultations.
- Coordinate communication with horse owners, trainers, referring veterinarians, and hospital staff.
- Provide daily updates regarding hospitalized patients.
- Coordinate patient discharges, aftercare instructions, and follow-up communication.
- Schedule advanced diagnostic procedures, including MRI, CT, PET, Nuclear Scintigraphy, Ultrasound, and Digital Radiography.
- Maintain accurate patient records, scheduling, and communications within our veterinary practice management software.
- Professionally manage incoming phone calls, emails, and client inquiries.
- Assist with correspondence, scheduling, reports, and other administrative tasks that support Dr. Sutter's daily practice.
- Help ensure patients move efficiently through their hospital stay by maintaining clear and timely communication.

What We're Looking For

The ideal candidate will:

- Be highly organized with exceptional attention to detail.
- Have outstanding written and verbal communication skills.
- Be professional, dependable, and able to maintain confidentiality.
- Thrive in a fast-paced environment and effectively manage multiple priorities.
- Enjoy working with clients and building positive relationships.
- Be comfortable communicating with horse owners, trainers, and referring veterinarians.
- Be proficient with Microsoft Office, Google Workspace, and scheduling software.
- Take pride in providing exceptional customer service.

Preferred Qualifications

- Experience in a veterinary, medical, or administrative support role.
- Equine industry experience preferred.
- Thoroughbred racing industry experience or familiarity with racetrack operations is highly desirable.
- Medical scheduling or referral practice experience is a plus.
- Strong organizational and multitasking skills.

Benefits

Full-Time | Approximately 40 Hours per Week

Compensation

- \$20–25 per hour, based on experience

Benefits Include

- Medical, Dental & Vision Insurance
- 401(k) with Company Match
- Company-Paid Life Insurance
- Employee Discounts
- Paid Time Off
- Opportunities for professional growth and advancement

Why Join Kentucky Equine Athlete Hospital?

At Kentucky Equine Athlete Hospital, you'll become part of a collaborative team dedicated to providing exceptional care for equine athletes while delivering an outstanding client experience.

Your work will directly support one of our busiest specialty services, helping ensure clients stay informed, schedules stay organized, and our veterinary team can focus on providing the highest level of patient care.

If you're looking for a rewarding career where your organizational skills and communication make a difference every day, we'd love to hear from you.

Apply Today

Please submit your resume, a brief cover letter and at least 2 references to nicolesnyder@equineathlete.com