



Open Position:

Theriogenology Dept. Administrative Assistant

Full Time: 5 Days a Week, Hours: 8:30-5:00pm – 1 weekend day included during breeding season

Primary Role: Duties include, but are not limited to, supporting a high-volume department by:

- Making appointments
- Organizing shipments
- Completing billing
- Client service
- Communication within department and outside the department
- Prepare reports as needed

Qualifications:

- Capable of multi-tasking and utilizing multi-line phone system
- Attention to detail
- Excellent computer skills - proficient with Microsoft Word and Excel
- Customer-focused
- Organization skills
- Effective communicator, communication competence a must!
- Ability to lift 40 lbs.
- Basic skills with Google Calendar

Experience:

In person Customer Service experience greater than 1 yr.
Equine experience preferable in reproduction greater than a 1yr
Basic Equine & Medical terminology helpful

Please Submit Letter of Intent to: hr@roodandriddle.com