



The Humane Society of Kitchener Waterloo and Stratford Perth

Position Description

POSITION: Veterinary Administrative Assistant

REPORTS TO: Public Liaison Coordinator RVT

Position Requirements: One afternoon weekly from 1:00 – 4:00, Friday preferable

The Veterinary Administrative Assistant position assists the Public Liaison Coordinator with the administrative tasks associated with the community veterinary programs provided by the Kitchener Waterloo Humane Society Animal Hospital and Stratford Perth Humane Society Spay-Neuter Clinic. This position requires excellent organizational skills and attention to detail. This position does NOT provide direct interaction with the animals within the centre.

PRINCIPLE ACCOUNTABILITIES:

- Perform administrative duties including but not limited to:
 - Data entry of patient and owner information
 - Scheduling of surgical appointments via email
 - Tracking and collecting payment information
 - Transcribing information to or from paper documents
 - Cataloging/filing paperwork
 - Scanning paperwork into the computer and attaching to files

POSITION REQUIREMENTS:

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities of this position. The Veterinary Assistant must have the following skills, among others:

- Ability to work efficiently without direct supervision
- Organizational skills and attention to detail in order to meet time demands and multiple duties
- Familiarity with Microsoft Excel and Word programs

I have received a copy of this job description. I understand the duties and am fully able to meet the requirements of this position.

Employee Signature

Date

Employee Name (Please Print)