

The Westmorland Animal Hospital is seeking a full time office manager to join our team.

We are located in Sackville, New Brunswick, a beautiful little town with real estate, local shops, restaurants, and parks, and for all other needs, it is located within driving distance to both Moncton (N.B), and Amherst (N.S). Sackville is a friendly town, full of culture, making it perfect to start a family, or settle down and retire.

The ideal candidate will be a person who has experience in the Veterinary field, with administrative and management experience to be considered an asset. We are looking for a person with a very positive attitude, excellent communication skills, and most importantly, someone who shares our love and passion for pets and their people.

The Office manager will have decision making responsibilities over various business aspects of the hospital, and will have duties including, but not limited to, administrative/ receptionist work, providing excellent client service, accounting, and dealing with client complaints.

You will be working with three Veterinary Technicians, two receptionists, and one Veterinarian.

Our Clinic is equipped with house diagnostic tools such as digital radiology, a laboratory with a microscope, and brand-new blood profile machines. Alongside our anesthetic machine, we also have a new scavenging system, and a new dental machine. Our clinic is open Monday-Friday for office hours, and on Saturdays for retail.

We are a small, but increasingly busy clinic, full of hard working individuals. We offer a positive work atmosphere, and are looking forward to finding a compassionate, like-minded person to add to our team.

Send Resumes to westvet@eastlink.ca attention Sarah