

FT Assistant Practice Manager (Pasco, WA)

We are a caring, fun, and friendly staff who enjoys treating our clients and patients with high levels of compassionate service. Our practice offers small animal, exotic, and avian medical care, soft tissue laser surgery, laser therapy, chiropractic, acupuncture, digital radiology, dental prophylaxis, and in-house IDEXX laboratory. Our practice is located in eastern Washington with many outdoor activities such as boating, fishing, running and biking trails, and wineries.



We are looking to add an Assistant Practice Manager (LVT required) who is adaptable, goal-driven, engaged, professional, and passionate to our PMC team. We pride ourselves on having a positive, hard-working, and professional medical team. Under direction from the Practice Manager and with support of and input from the rest of the leadership team, the Assistant Practice Manager performs a wide range of difficult to complex administrative activities related to providing quality patient care and excellent client service, management of finances and accounting, marketing and promotion of services, staffing and human resources, and discretionary activities, that serve to support effective business operations.

Our hours are Monday - Friday 7am- 7pm and Saturdays 9am-5pm. Applicants must be able to rotate through this weekly schedule. Typical shifts are (4) 10 hour shifts with 1 to 2 Saturday shifts per month. Hours per week average 40-43 hours/week. The Assistant Hospital Manager will work 50% “on-the-floor” as an LVT and 50% in an administrative role.

Competitive pay and comprehensive benefits, including: medical/dental/vision, paid vacation, Continuing Education allowance plus PTO for CE, uniforms, paid LVT license renewal, generous pet care discounts, Simple IRA after 1 year and more! Pay is hourly with some overtime availability. Relocation assistance is available.

Requirements for Assistant Hospital Manager:

- 3+ years as a LVT/RVT/CVT. Strong LVT skills and thorough knowledge of the veterinary profession
- 2+ years in a Veterinary Hospital leadership role (with exposure to budget management, human resources, personnel management, customer service, and marketing)
- Able to follow verbal and written instructions with minimal supervision; excellent interpersonal skills
- Must be able to handle multiple tasks at once, and deal with high levels of stress in an environment of changing priorities.
- Able to lift up to 40# unassisted, ability to stoop/reach/bend repeatedly and remain on feet for long periods of time
- Hiring is dependent on background check and drug screening.

Find out more about us:

www.animalhealing.net



Facebook: Pet Medical Center of Pasco



Instagram: @pmc_pasco & @theadventuresofwatty