

HELP WANTED

We are currently seeking a full time receptionist / veterinary assistant to work in our Albion and satellite locations in Elgin and St. Edward.

Duties to include, but not limited to: data entry, maintaining medical records, answering phones, scheduling, cleaning/ organization, assisting the veterinarian as needed with animal handling, lab work, surgical procedures and examinations.

The applicant must possess excellent customer service, the ability to multitask, and the desire to be around people and animals.

Applicants must be able to do some heavy lifting up to, but not limited to 80 lbs., and have a flexible schedule. Applicants with previous veterinary experience is preferred, but this is not a requirement. We are willing to train the right applicant.

**Personal time off and Simple IRA offered
after one year of employment**

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Send resume to:
Town and Country Veterinary Clinic
Attn: Jenny Koziol
PO Box 310
Albion, NE 68620

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You may also fax
resume to 402-395-6633
or email resume to
jkoziol76@gmail.com.

Deadline for this job posting will be October 23, 2020.