

Veterinary Technician - Part Time

Please, when applying for this position, understand that **PHONE CALL INQUIRIES WILL IMMEDIATELY DISQUALIFY CANDIDATES. This position requires mandatory Saturday & Sunday hours. Resumes without a cover letter will immediately be disqualified.**

A unique, part-time opportunity, is available with our non-profit spay/neuter clinic. The Animal Rights Alliance, Inc., T.A.R.A., has been spaying and neutering cats and dogs since 2002. We have performed more than 120,000 surgeries to date. **The individual would be required to answer the phones and perform data entry over the weekend, and work as a veterinary technician as needed, during the week.** We are looking for a special individual with a shared vision of reducing euthanasia in Orange county and surrounding areas of the Hudson valley, NY. Our mission is to reduce overpopulation by providing high-quality, high-volume, low-cost spay/neuter surgeries, and related aftercare. Euthanasia due to overpopulation is the number one killer of healthy cats and dogs, and is preventable. For more information on our programs, please visit <http://tara-spayneuter.org>

As one of the first point of contact for our organization, we are seeking someone that works well as part of a team and has an understanding, compassionate demeanor, over the phone and in person. We are looking for a dependable individual who has a strong desire to enhance the welfare of animals.

REQUIREMENTS: Ability to provide clear and open communication with management, effectively. Must be proficient in Microsoft Office suite (including Excel, Word, and Outlook), with the ability to learn AVImark, our veterinary database software quickly. Must have experience working as a veterinary technician, as well as prior experience performing data entry accurately. Candidate should have a minimum typing speed of 27 WPM. The selected candidate will need to be comfortable with working alone, and complete tasks assigned. This position will involve general office work to include heavy phones (up to 4 lines), scheduling appointments, heavy data entry, and other tasks as assigned. Must have good handling skills for both fractious dogs and feral cats. Individual must feel comfortable working in a high-pace, surgical environment. Requirement for said individual would be an emphasis on quality patient care.

Required availability is Saturday and Sunday, for daytime hours. In addition, flexibility to work long hours on some weekdays, as needed, would also be required.

Please submit a resume, as well as a cover letter stating why you feel this specific position with our organization, is a good fit for you.