JOB DESCRIPTION

TITLE: Veterinary/Office Assistant

LOCATION: Reproduction Enterprises, Incorporated (REI), 908 North Prairie Road, Stillwater, Oklahoma.

REI is an established enterprise providing superior quality reproductive services for a variety of livestock species.

CONTACT: Brennan Lewis
blewis@reproductionenterprises.com

REPORTING RELATIONSHIPS: Reports to CEO, GM, Veterinarian, ET Manager

QUALIFICATIONS:

- Must possess a friendly, positive attitude & organizational skills, as this position represents the image of Reproduction Enterprises Inc. to callers & customers
- Ability to maintain customer privacy and confidentiality
- Communicate pleasantly with the public
- Strong interpersonal and communication skills
- Ability to operate a multi-line telephone system in an efficient and professional manner
- Must maintain a high level of confidentiality
- Proficiency in the use of computers and office equipment
- Ability to collaborate with other team members
- Ability to efficiently manage time and prioritize multiple tasks
- Ability to evaluate one’s own learning needs and seek out educational opportunities
- Attention to detail and organizational skills
A strong work ethic and self-motivated attitude are crucial for a successful applicant. This position involves a great deal of independent work.
WORKING RELATIONSHIPS: The selected individual must exhibit a positive working attitude with all managers and employees at REI and promote the professional attributes of REI to clients and visitors.

ESSENTIAL JOB FUNCTIONS INCLUDING BUT NOT LIMITED TO:

- Assisting CEO as needed with: vehicle/equipment packing, vehicle cleaning, scheduling, and logistics.
- Assisting the staff Veterinarian as needed with: animal handling, kennel cleaning, pack sterilization, equipment packing, paperwork, and supply ordering.
- Supply inventory management and stocking
- Office maintenance – cleaning floors and windows, dusting, laundry, and various other duties as the need arises.
- This is not a janitorial position although assistance in maintaining a clean, attractive working and service environment is imperative.
- Semen & Embryo Management – Ensure needed semen and/or embryos are available
- Communicate with customers to facilitate breeding/embryo transfer and billing. Share information gathered from customers with appropriate team members. Coordinate customer care throughout the facility.
- Laboratory assistance with breeding and embryo transfer.
- Assistance with schools – Enroll students, schedule instructors and be available for students and miscellaneous needs during each school.
- Inventory management.
- File management – both paper and electronic.
- Follow facility guidelines and protocols and help develop new ones.
- Participate in team meetings as requested.
- Participate in team development and promote team cohesiveness.
- Miscellaneous duties as assigned to assist the CEO and staff Veterinarian.