



WANTED

Vet Clinic Administrator Job Share, Calgary, AB

**Part-Time Monday-Friday 20 hours/week
80% work from home, 20% at the shelter**

ABOUT US: ALBERTA ANIMAL RESCUE CREW SOCIETY is a registered non-profit charity located in Calgary, Alberta facilitating over 3,500 animal adoptions each year. Our mission is *Changing Lives Through Kindness*. AARCS Veterinary Hospital is a fast-paced, high volume clinic designed specifically for homeless animals in our care. We are not open to the public. Our aim is to ensure AARCS animals are provided with the highest standard of humane medical care and treatment. Our medical department works closely to provide a holistic approach to shelter medicine, animal care and adoption. We are seeking a Veterinary Administrator to join our team to assist with medical files. This position is an integral part of the medical team ensuring organizational management of animal medical files.

ABOUT YOU: With a genuine interest in animal welfare and you are a data entry specialist. You are comfortable and confident in medical terminology, are highly proficient in computers and typing, and confident to work independently. Your organizational and time management skills are impeccable and you pride yourself on your attention to detail. You look beyond the task for ways to improve processes to improve proficiency, to save resources or time and reduce costs.

THE JOB: The job involves high volume data entry of medical records into electronic form, which can be done from home. Paperwork must be picked up in person at the shelter and returned 48 hours later. Training will be done on-site at AARCS Safe Haven. We are open to discussing preferred days that work for the candidate and the organization. The administrator will work closely with the other clinic administrator with whom the job will be shared, the medical manager, and department leads to ensure accurate and timely record-keeping.

Administrator needs to be comfortable and confident in medical terminology (or willing to learn), be highly proficient in computers, and confident to work independently. AARCS veterinary hospital is a fast-paced, high volume clinic, therefore organizational and time management skills must be impeccable. All members on the team are expected to assist in developing, advancing, and implementing shelter medicine protocols.

POSITION REQUIREMENTS:

1. Genuine interest in animal welfare.
2. Highly proficient in computers including Microsoft, email, PetPoint or equivalent database experience, excellent typing skills.
3. Excellent verbal and written communication skills.
4. Maintain the highest standard of accuracy in a fast-paced, high volume environment.
5. Diligent attention to detail, highly organized and strong time management skills are a must.
6. Ability to work independently with minimal supervision.
7. Highly developed cooperation, collaboration and problem-solving skills.

Apply Now: Qualified candidates should forward a cover letter and resume via email to Amy Corpe, Clinic Manager at amy.corpe@aarcs.ca with **Vet Clinic Administrator Application** in the subject line. This position will remain posted until a suitable candidate is found.



AARCS
ALBERTA ANIMAL
RESCUE CREW SOCIETY

Mission Statement: Changing Lives Through Kindness

Job Description: Vet Clinic Administrator

Position Summary:

AARCS vet clinic administrator is an integral part of the medical team assisting with the smooth operation of the veterinary hospital. Unlike private clinics, AARCS is a non-profit hospital, we are not open to the public. The job involves high volume data entry of medical records into electronic form, which can be done from home. Paperwork must be picked up in person at the shelter and returned 48 hours later. Training will be done on-site at AARCS Safe Haven. We are open to discussing preferred days that work for the candidate and the organization. The administrator will work closely with the other clinic administrator with whom the job will be shared, the medical manager, and department leads to ensure accurate and timely record-keeping.

Administrator needs to be comfortable and confident in medical terminology, be highly proficient in computers, and confident to work independently. AARCS veterinary hospital is a fast-paced, high volume clinic, therefore organizational and time management skills must be impeccable. All members on the team are expected to assist in developing, advancing, and implementing shelter medicine protocols.

Job Duties

- Performs high volume data entry of medical records into electronic form.
- Ensure paper files are maintained and complete on each animal.
- Manage statistics tracking and reporting.
- Maintain and manage record-keeping for students and volunteers.
- Work collaboratively with the veterinarians, clinic staff and general volunteers.
- Always looks beyond the task and process for ways of improving efficiency.

Qualifications:

1. Genuine interest in animal welfare.
2. Highly proficient in computers including Microsoft, email, PetPoint or equivalent database experience, excellent typing skills.
3. Excellent verbal and written communication skills.
4. Maintain the highest standard of accuracy in a fast-paced, high volume environment.
5. Diligent attention to detail, highly organized and strong time management skills are a must.
6. Ability to work independently with minimal supervision.
7. Highly developed cooperation, collaboration and problem-solving skills.

Working conditions

- Working in a busy animal shelter with a moderate to loud noise level. The position may involve exposure to dangerous and/or diseased animals.
- Ability to sit and type for long periods of time.

This position description reflects the general duties of the position, but it is not intended to be a detailed description of all duties that may be inherent in the position.