



530 Cross Keys Road  
Sicklerville, NJ 08081  
856-875-1323 \* 856-875-4437 fax  
[www.winslowanimalhospital.com](http://www.winslowanimalhospital.com)

### **Mission Statement**

*The doctors and staff of Winslow Animal Hospital will act as pet advocates by caring for your pets as if they were our own. We will strive to extend and enhance the quality and duration of their lives by delivering high quality and cutting edge medical, surgical and dental services in a friendly and compassionate environment. It is of great importance that we show respect for our clients, our co-workers, and, most of all, the pets to whom we provide care.*

### **Veterinary Front Office Manager**

*If you love pets and people this is your dream job! To understand what makes Winslow Animal Hospital unique, you must first know our mission statement, our core values and our philosophy that guides our hospital: Caring for your pets as if they were our own. As a part of our dynamic team you will help create the practice of tomorrow- a practice where the pets and the staff receive the same level of care and respect we expect for ourselves.*

*Winslow Animal Hospital Veterinary Front Office Manager creates a continually growing base of happy and satisfied clients who will refer their friends and family. To accomplish this, you will select, train, and supervise the Front Office team, the Phone Room team, and the Retail area. You will ensure exceptional client service and maximum productivity while enabling the healthcare team to grow and develop professionally within the practice.*

*You are responsible for maximizing the production of the Front Office Team. You will also use your leadership skills to coach and mentor the Front Office team. You will manage the various administrative responsibilities such as team reviews, order supplies for the front office, and fill in as a receptionist as needed.*

*Requirements for this position include:*

- *Friendly, outgoing and honest*
- *High School Degree and/ or Associates Degree*
- *Veterinary and retail experience preferred*
- *At least 2 years of managerial experience required*
- *Ability to lead and influence others*
- *Ability to lift and move up to 50 pounds*
- *Must be comfortable around pets and love people*
- *Organizational skills*
- *Communication skills*
- *Conflict Resolution & Exceptional Customer Service Skills*
- *Positive Attitude*

Our compensation and benefits package are competitive.

Benefits: CE, Simple IRA, health & dental insurance available and more.

Please send resume to: 530 Cross Keys Road, Sicklerville, NJ 08081 or fax resume to 856-875-4437 or e-mail us at: [info@winslowanimalhospital.com](mailto:info@winslowanimalhospital.com) .