



VETERINARY TECHNICIAN/RVT JOB DESCRIPTION

We are one of Orange County's oldest Animal Hospitals serving the pet health care needs of the Costa Mesa/Newport Beach/Irvine and surrounding cities since 1947. We have 6 full-time doctors and are looking to hire a new receptionist/customer service representative to join our team. This is a fast-paced job and we are looking for candidate that aren't afraid to work hard, get dirty, and help out wherever needed.

If you meet the requirements below, and would like to apply for this position, please email your resume and short cover letter indicating why we should consider you for this position to Alex@newportharborvets.com.

AGE REQUIREMENT

- Minimum of 18 years old

EDUCATION AND LICENSURE REQUIREMENTS

- High school diploma or equivalent
- Should be enrolled in RVT program and in good academic standing
- Registered Veterinary Technician (RVT) desirable but not required

EXPERIENCE REQUIREMENTS

- Minimum two years of on-the-job experience as veterinary technician or assistant

PERSONAL REQUIREMENTS

- Must enjoy working with animals and be able to deal with them even when they are stressed, ill or in pain
- Must be able to stay calm and efficient during a medical crisis
- Is well-spoken and approaches his/her job duties in a mature nature

- Is experienced in the teamwork approach and works well with all levels of hospital team members; avoids gossiping
- Has excellent client communication skills
- Must take constructive criticism well



PHYSICAL REQUIREMENTS

- Must be able to lift and carry animals and food bags (will be assisted by other staff members in lifting animals over 40 lbs)
- Must be able to walk or stand for extended periods or time
- Must be able to frequently work in a bent position
- Must be able to reach above your head, and perform sweeping and mopping
- Must be able to walk and restrain dogs of all sizes

WORK CONDITIONS

- May be exposed to unpleasant odors, noises and animal feces
- May be exposed to bites, scratches and contagious diseases
- May be exposed to radiation from hospital equipment
- Must be able to work unaffected in an environment where dogs are barking
- Must be available to work weekends and some holidays
- Must be available to work shifts ranging in length between 6am until 7pm
- Must be able to work shifts between 6 and 10 hours in length, depending on scheduling needs
- All hours are prescheduled