

## IF YOU WANT TO LOVE WHAT YOU DO...

Are you a highly qualified veterinary office manager looking for the next challenge? Well here it is! A 3 doctor client-centered practice located in Milwaukee, WI, is seeking an office manager. Milwaukee has a charming mix of business and pleasure and prides itself in being rich in heritage. Norwood Animal Clinic is an exclusively small animal practice that specializes in high quality care for our patients. We provide convenient and compassionate care for our patients.

We are seeking an exceedingly motivated manager with strong communication and motivational skills to oversee our excellent health care team, record and account maintenance, invoice processing, and data transcribing to name a few responsibilities. We are looking for just the right individual with 3+ years of managerial/supervisory experience who has leadership qualities and the desire to be part of a dynamic and compassionate team. Experience in veterinary office management is required, as is proficiency in MS Word and MS Excel is required.

A strong commitment to client service skills is imperative to be successful in this position. Other valuable experience would include:

- strong initiative
- enjoyment of a job well done
- ability to work independently
- accounts receivable and payable
- Intravet Software knowledge

We offer a very competitive salary – make up to \$37,500 your first year. Benefits include a flexible work schedule, health insurance, paid continuing education, retirement plan, paid vacation, veterinary services at a reduced rate and great growth opportunity. Starting salary and negotiable benefits are dependent on experience. Please email your resume to [mperry@vmc-inc.com](mailto:mperry@vmc-inc.com) or fax to 909-494-3710.