

Viriden Animal Hospital Veterinary Corporation is looking a part-time Office/Practice Manager



We are looking for an Office/Practice Manager. Initially, the position will start part-time with the potential to work towards full-time in the future. The position works under the direct supervision of the veterinary partners of Viriden Animal Hospital.

This role manages staffing and the human resources function at the hospital. The Office/Practice Manager is also responsible for policy administration, public presence, and marketing of the hospital (advertising, Web and Facebook).

Policy administration: hospital procedure, protocol development and administration, collaborating directly with partners ensuring decisions made are followed through. Special one-off projects may be assigned. The role provides on site leadership to ensure that VAH delivers a high standard of client and patient care.

Human Resources and staffing: Development and maintenance of all job descriptions and employee contracts, staff appraisal administration, participating in the recruitment, hiring, and onboarding of new staff ensuring there is a training plan in place. The Office/Practice Manager also does staff scheduling, approves staff vacation planning, tracks of use of vacation, over time and sick time. The position also acts as an administrator for the employee benefit programs. The role is also charged with the need to provide ongoing, timely and effective constructive feedback to employees that is respectful, builds confidence and maintains self-esteem.

Financial: responsible for follow-up on outstanding accounts and the administration of the credit policy.

The successful candidate is required to have at minimum a two-year diploma from a recognized college in business administration. A concentration in Human Resources would be an asset. One to three years management experience is desired in a manager role as well as direct experience in Human Resources.

It is important that the successful candidate be an excellent communicator, both verbally and in writing, have intermediate computer skills and experience with the Microsoft suite of applications, as well as knowledgeable regarding social media, including web sites.

We are a well-equipped busy, progressive, mixed animal, full-service facility that is 50% bovine and small ruminant, 30% small animal and 20% equine. We recently updated our facility in 2021.

We offer:

- Work-life balance
- Flexible schedule
- Above average compensation
- Extended health care benefits
- CE allowance
- Performance Bonus
- Matching RRSP contributions
- Generous employee discounts

Our hospital is located on the outskirts of Virden, in the southwest corner of Manitoba on Highway 83 just off the TransCanada Highway and across the road from Heartland Livestock Services. Virden is a busy community with just over 3,300 people and a full slate of amenities, including a location approximately 25 minutes from Oak Lake Beach Resort. Virden is located half-way between Winnipeg and Regina, with an hour drive to Brandon, a city of over 50,000 people.

Interested applicants are invited to visit www.virdenanimalhospital.ca or search for Virden Animal Hospital on Facebook.

To apply, please provide a cover letter, resume and 3 references (with current contact information for each) to [**debrak@virdenanimalhospital.ca**](mailto:debrak@virdenanimalhospital.ca).