

Utilizing more than a decade of experience in providing veterinary services, our team at [Coal Ridge Animal Hospital](https://www.coalridge.com/) constantly strives to create a welcoming, community friendly practice that both pet owners and their pets can trust. Our experienced and compassionate team of doctors, led by Dr. Anita Knudson, enjoy working with the local community to ensure that their pets receive the best treatment and care available and are ready to help you!

**At Coal Ridge Animal Hospital, our priorities are:**

* Developing a close personal connection between veterinarians, clients, staff, and patients
* Doing everything in our power to care for your pet and promote their well-being
* Continuously dedicating our team to customer service

Coal Ridge Animal Hospital based Firestone, Colorado is seeking an experienced **Veterinary Practice Manager** to lead and guide the Coal Ridge Animal Hospital towards its continual successful future.

Our Practice Manager is responsible assisting the owner with overseeing the operations and maintenance of the facility, including performing managing the Human Resources components, supervising all non-contractual staff, creating required reports and ensuring licensing, marketing, and correspondence are up-to-date and accurate.

This important position is will maintain established hospital policies and procedures, objectives, safety, environmental and infection control standards, oversee year-round building, grounds and equipment maintenance and the procure needs of building, medical and office supplies. Our leader will be expected to set an example for all staff presenting professionalism in both behavior and dress.

The ability to develop strong business relationships is paramount! We seek a leader who has is able to engage and develop staff through coaching, mentoring, rewarding, training, and guiding. Communication is key and our Manager will have an outstanding ability to communicate with customers, management, staff, vendors, and mediate agreeable solutions during times of conflict.

Our desired candidate will have:

* Business degree or Practice Management Certification,
* 3 years + management experience,
* Past experience working with a provider to maintain a business web site, creating Facebook posts and other marketing campaigns to drive business is preferred.
* Previous work at a veterinarian practice is helpful but not necessary.

An equivalent combination of education and experience may be substituted on a year to year basis.

Hours of work are typically 32 hours per week but may vary depending on business needs. However, in general, the specific hours are 7:30am-6:00pm M-F, Sat. 7:30am-2:00pm. On occasion Sundays and holidays may be expected. This is a non-exempt position paid on an hourly basis.

Benefits are available. Medical Insurance begins immediately.

**This posting closes at MIDNIGHT SUNDAY OCTOBER 4, 2020**. We anticipate having the individual on board by the last week of October or the first week of November.

To apply send your resume and cover letter to Lyounger@employerscouncil.org. Please identify the subject as Animal Hospital Practice Manager.

Please do NOT call the Animal Hospital for information. Applicants are being screened by an outside consultant. Phone calls are extremely disruptive to our business.

To find out more about us go to: <https://www.coalridge.com/> or https://www.facebook.com/coalridgepets

We are an EEO employer.