



Job Descriptions

(These are general descriptions and actual duties may vary)

Everyone makes clients and pets feel welcome
Everyone will continue to learn

Receptionist

Greet everyone who comes to Loving Paws and help them
Check in appointments and notify techs; Check out clients after appointments
Answer phones and return calls – schedule appointments; refill some prescriptions
Learn common health issues for pets to answer questions
Call clients for reminders and recalls
Check appointments and make a list of what is needed for the pets
Keep files organized
Unpack shipments, check accuracy, put stock away
Respond to faxes
Manage social media, email newsletter, and website
Help with marketing & prepare new client binders
Print rabies certificates monthly
Send reminder postcards or emails
Take care of pets in the clinic and learn handling techniques
Help in exam room or with lab work as needed
Order office supplies
Help keep clinic clean
Help with morning and end of day tasks
Help other team members whenever needed
Perform any other jobs as assigned ☺

Smile and have fun!

Veterinary Technician or Assistant

Bring clients and pets into exam room, take history, TPR if needed and assist as needed
Collect blood and urine samples
Do lab work
Client education
Fill prescriptions
Take care of and monitor all pets in the clinic
Perform dental cleanings
Assist Dr. with anesthesia, surgery, x-ray, and treatments
Place IV catheters, perform procedures as directed by Dr.
Do maintenance on equipment and x-ray badges
Order food
Help keep clinic clean
Help with morning and end of day tasks
Help other team members whenever needed
Perform any other jobs as assigned ☺

Smile and have fun!

Kennel Assistant

Walk dogs outside and clean up after them

Clean all kennels, cat condos, and runs that pets have used

Clean drains and empty garbage as needed

Feed and give water to all pets

Medicate pets as directed

Notify the doctor or tech of any odd behavior or any concerns with pets

Change bedding as needed

Wash food/water dishes and litter boxes

Do laundry

Keep kennel, cat wards, and outdoor area clean

Bathe pets if needed

Spend time playing with all pets – provide toys to them

Learn proper handling techniques

Learn basic health information to answer questions

Keep records of all pets that are boarding – call clients as needed to provide updates

Help other team members whenever needed

Perform any other jobs as assigned ☺

Smile and have fun!