



SNAP East Clinic Manager

Overview

We are seeking a dedicated and experienced Veterinary Spay/Neuter Clinic Manager to oversee the daily operations of our Spay/Neuter facility. The ideal candidate will be responsible for ensuring the clinic runs smoothly, providing high-quality patient care, and managing staff effectively. This role requires strong leadership skills and a comprehensive understanding of veterinary medical management practices.

Duties

- Oversee daily clinic operations, ensuring efficient workflow and high standards of pet and client care.
- Hire, train and supervise clinical staff, providing guidance and support to enhance team performance.
- Manage office administration tasks, including scheduling, patient records, and invoicing processes.
- Manage budgets, ensuring financial health of the clinic while optimizing resource allocation.
- Coordinate with director, scheduling team, volunteers, donors, partner organizations and all SNAP personnel
- Foster a positive work environment that encourages professional development and teamwork among staff.
- Address client concerns promptly and effectively to maintain high levels of satisfaction.

Experience

- Familiarity with medical management practices.
- Experience with budgeting and financial management.
- Experience in Google sheets and docs.
- Strong supervisory skills in a fast-paced environment.
- Excellent communication skills, both verbal and written, with the ability to interact professionally with clients, volunteers, supporters, partners and staff alike.

If you are passionate about pet care and want to work with the team that is preventing pet overpopulation at the source, we encourage you to apply for this vital role at SNAP!

Job Types: Full-time, Part-time • Pay: \$22.00 - \$28.00 per hour• Expected hours: 20 – 40 per week

Benefits:

- 401(k)
- Employee discount
- Health insurance
- Paid time off

Schedule:

- 4-10 hour days
- Day shift
- Monday to Friday
- Weekends as needed

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