

Company Info

Lancaster Swine Health Services is a veterinary consulting business specializing in veterinary care and consultation for commercial swine and poultry producers. We have been in business for 13 years and have 3 full time veterinarians and 6 full time office staff overseeing and improving the health of over 1 million animals annually across Pennsylvania and the eastern US. We pride ourselves on being a one-stop shop for farms' health and production needs providing professional guidance on health care, disease prevention, management and production practices and the vaccines, medications and products they need to accomplish their goals.

Job description

As our business grows, we are looking to add a staff member to our close-knit team to ensure that we continue to provide the excellent client service that is our hallmark. Office employees' primary responsibilities are:

- *Client communication*- forwarding lab results and vet reports to farms; answering client calls for supply orders and scheduling requests
- *Order fulfillment*- filling farm supply orders by routing orders to our distribution partners and pulling and packing supplies shipped from our warehouse
- *Veterinarian assistance*- typing dictations of visit reports, diagnostic interpretations, vaccination protocols etc. from the veterinarians; preparing supplies for upcoming farm visits; cleaning and restocking supplies after use
- *Invoicing*- entering sales and service work information into our billing software; compiling month-end statements

It is important to know that almost all veterinary work occurs at client farms rather than at the office; this position will be intimately involved with veterinary medicine, but it does not include any direct animal interaction.

Qualifications

College degree is not required for this position, but certain skills are essential. A sound basis in math, spelling and English composition are key for effective and impressive client interaction. Successful applicants should have working knowledge of computers with reasonable familiarity with Microsoft Office products including Outlook, Word, Excel and PowerPoint. Our business uses Quickbooks for accounting; experience with this program is not required but is a bonus. Familiarity with veterinary medicine, pig and poultry farming, or agriculture generally are not required- indeed most of our employees did not have this knowledge when they started with us- but applicants with some general knowledge will develop more quickly. Above all, applicants must have great people skills to excel at customer service and integrate into our team. We need

employees who are friendly, reliable, able to multitask, willing to learn and eager to work together.

Compensation

Starting salary for this position is dependent on qualifications and prior experience, but should be expected to start between \$25-35,000 annually. Employees receive paid vacation time each year. Our office is closed nights, weekends and major holidays meaning a regular, reliable work schedule: Monday thru Friday, 8am to 4pm. After one year employees are eligible for a company-funded 401K plan.

Our business prizes skilled employees and works hard to reward professional development and retain employees for the long term. Salary will grow commensurate with performance, responsibility and years of service. We offer opportunities for employees to complete additional training and professional development.

Application

If you are interested in making a career in veterinary medicine and agriculture with our company, please send a note of interest to our email at: lshs@4starvets.com. Please include a current resume, 2 references AND a cover letter explaining your interest in the position and qualifications.