



**Veterinary Clinic of Cantley, Inc.**

1, rue de Bouchette,  
J8V 3H9, Cantley (QC),

Tel: 819-607-6070

[cliniquevetcantley@gmail.com](mailto:cliniquevetcantley@gmail.com)

Fax: 819-607-6073

## **Administrative Assistant**

The Veterinary Clinic of Cantley is looking to hire a highly-motivated Administrative Assistant to join our team. The candidate will be offered a full-time position to start immediately.

The Veterinary Clinic of Cantley prides itself on providing excellent client and patient care. Our team has several decades of experience and is always on the lookout for the latest in innovation and technology. Moreover, we are fully equipped with the latest laboratory, digital radiography and dental digital radiography technologies.

**Starting date:** Immediately

**Position:** Full-time/Permanent

**Salary:** To be discussed

**Work schedule:** 30-40 hours a week/  
Full-time

**Positions available:** 1

### **Responsibilities:**

- Resolve client's questions and problems quickly and efficiently
- Greet clients, handle sensitive information, and carryout callback's
- Compile and provide information on the state and health of client's animal.
- Work closely with the team and out-house providers (under supervision)
- Process orders and inventory (under supervision)
- Familiarity with process and tools used for increase efficiently (LogiVet, Microsoft Office, etc.).
- Other related duties (marketing, etc.)

The candidate will be in contact with animals (cats and dogs). Therefore, he or she must be comfortable handling animals as well as working in an environment with animals.



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**Basic Qualifications:**

- Administration Diploma (Bachelor's degree or diploma in Veterinary Administration)
- A high level of interpersonal and communication skills both written and oral
- Experience is an asset (minimum 6 months of experience is required)
- Excellent command of written and oral French and English.
- Knowledge in LogiVet would be considered a strong asset
- If you are still a student and have completed your 2nd year, you can contact us

**The successful candidate will ideally possess the following:**

- Customer Relationship Management: High level of interpersonal skills both written and oral
- Communication and influencing: communicate energetically and clearly
- Team Player: Ability to work on own initiative and interact as part of a highly-motivated team
- Planning and Priority Setting: Ability to prioritise and plan to effectively achieve goals and to be dependable in consistently delivering reliable results

If you meet the minimum criteria and would be interested in this exciting opportunity, please contact Sarah Bruyninx at 819-607-6070 or email [cliniquevetcantley@gmail.com](mailto:cliniquevetcantley@gmail.com). You can find more information on our website [www.cliniqueveterinairedecantley.com](http://www.cliniqueveterinairedecantley.com) or follow us on Facebook @cliniquevetcantley