

BVS Limited (trading as Bermuda Veterinary Services) is seeking to employ a **Veterinary Office Manager** for our Veterinary Clinic and Hospital. The Veterinary Office Manager will be responsible for the efficient operation of the veterinary office, its reception function and for training a diverse team of veterinary professionals and support staff, managing projects, creating and managing staff rotas and schedules and the daily client booking schedule, marketing veterinary services and veterinary products and enhancing the practice's presence in the community through education and outreach. Reliability, Timeliness, Flexibility and Compassion are required competencies for this role.

As is the case with most veterinary career paths, it is common for a Veterinary Office Manager to work some evening, weekend, and holiday hours and to be subject to recall. Our offices provide services on a rotational basis 24 hours a day, 365 days a year.

Persons applying for the Veterinary Office Manager position should have a minimum of 5 years of prior experience working in a veterinary clinic and hospital performing the activities and functions, and possessing the competencies, described herein.

To apply, please submit a current resume, a cover letter explaining your suitability for the role, two professional and two character references to **Director, BVS Limited (trading as Bermuda Veterinary Services), The Netherlands, 1 The Lane, Paget PG05, Bermuda** or via email to director@bermudavets.bm by June 28, 2022. Tel: 232-8387