



Unit 8 – 655 Sterling Lyon Parkway
Winnipeg, MB.
R3P 2S8
204-477-1293

Nob. 15, 2024

Seasons Veterinary Clinic is seeking a full time, permanent receptionist/administrative assistant

Job description:

We are seeking a positive, outgoing individual for a full-time reception position. Experience in a fast-paced, detail-oriented, customer service position is essential. Exposure or job experience within the pet or veterinary world is not essential but would be considered an asset.

Recruitment is ongoing for this position with an anticipated start day of Nov. 15, 2024.

Who we are and who we are seeking:

The owners started Seasons Veterinary Clinic with the vision to build a practice that is both a positive, rewarding workplace for their team, as well as a clinic where clients know they are genuinely respected and valued, and the pets consistently receive excellent medical attention in a gentle, calm, caring environment. Growing up in small towns and experiencing first-hand the wonderful sense of community that is present there, the owners have worked hard to establish a 'small-town feel' -a community of clients and their pets who call Seasons Vet Clinic home.

Since opening almost 6 years ago, Seasons has established a wonderful, stable and devoted group of people who make up our team, and who put their heart and their energy into everything they do and every pet they cross paths with. We are seeking a receptionist to join this group of wonderful people.

We encourage you to visit our Google and Facebook reviews to see what our clients have to say about us and learn more about who and what we are.

Required materials for applying:

1. Resume
2. Coverletter
3. 3 references, including their current contact numbers AND email addresses, and provide an explanation of your relationship with these individuals. At least two references must be work (supervisory) persons.
4. Non-Indeed email address.

Please note that only applicants moving forward to the next step in the recruitment process will be notified.

We look forward to hearing from you!

Sincerely,

Dr. Bronwyn Chisholm
Owner/Veterinarian

& The Human Resources team.