



Example of Vet Tech Job Description

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Our company is looking for a vet tech. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for vet tech

- Assist with paperwork including charges, discharge letters, record keeping, dispensing medications at discharge and client communications and documentation
- Performs or assists in patient medical evaluation and observation
- Handle, manipulate, and restrain horses and other large animals including goats, alpacas, llamas and bovine patients in the course of their medical treatments and care
- Independently sets up, maintains and ensures proper storage of specialized diagnostic equipment image transfer
- Provides clinical service support by maintaining a supply inventory and supervising and replenishing stock within the assigned areas and maintains a clean/sanitary and functionally organized clinical service area, equipment and laundry duties as required
- In compliance with departmental SOP's, institutional, local, state and federal regulations and AAALAC accreditation standards, performs rounds and monitors animals to assess compliance and animal health and well-being
- Under general supervision, evaluates and assesses common disease conditions and reports problems to veterinary technician supervisor, veterinary or management staff, and investigators, as appropriate
- As directed, administers clinical treatment, collects diagnostic and environmental samples, and administers euthanasia when necessary
- Reports issues of non-compliance to Education and Quality Assurance staff in a timely and appropriate manner

Qualifications for vet tech

- Two to four years veterinary technical experience in a research setting
- Demonstrated ability to adapt and respond timely to the needs of faculty, research personnel and ARCH Client staff to ensure that excellent customer service is provided at all times
- Cover letter (Please describe your experience working with horses in detail in your cover letter including years of experience, frequency and scope.)
- Must be able to follow verbal and written instructions and exhibit interpersonal skills that are conducive to effective professional communication and that contribute to a congenial work environment
- Ability to work independently in a responsible manner and also serve as an effective team member
- May assist in Animal Care Staff with their duties