

Full-Time Team Member: ACA or Receptionist / CCR

Posting Date: July 20th, 2026

Simcoe-Rossland Animal Hospital

Simcoe-Rossland Animal Hospital is looking for a dedicated full-time team member to join our practice. We are seeking a reliable candidate with prior veterinary clinic experience who takes initiative, adapts quickly, and excels in a fast-paced environment.

Ideal Candidate Profile

- **Experience:** Previous hands-on experience working in a veterinary clinic setting.
- **Work Ethic:** Proactive, dependable, and self-motivated with a strong work ethic.
- **Mindset:** Practical problem-solving skills and a strong commitment to team support and patient care.
- **Availability:** Available full-time.

Open Roles & Core Responsibilities

- **Animal Care Assistant (ACA):** Safe patient restraint, assisting DVMs and technicians, maintaining cleanliness and sterilization protocols, managing inventory, and handling basic lab work.
- **Receptionist / Client Care Representative (CCR):** Managing front-desk operations, handling phone calls and emails, scheduling appointments, processing payments, and delivering excellent client care.

What We Offer

- **Schedule:** Full-time hours
- **Culture:** Supportive, collaborative, and team-oriented work environment
- **Growth:** Opportunities to expand your skills and knowledge in veterinary medicine

How to Apply

Send your resume directly to srahstaff@gmail.com — **Attention: Swathi.**