



# Logue's TLC Pet Hospital, LLC

4121 South A Street

Richmond, IN 47374

Phone: (765) 973-8703

[www.tlcpethospital.com](http://www.tlcpethospital.com)

We are searching for a Veterinary Technician/Receptionist to join our team of professionals. We are a full service, small animal hospital in Richmond Indiana providing quality and compassionate care to our patients and their owners. We believe pets are part of the family and are looking for an individual who shares that belief and will complement our efforts in providing quality medical care to our patients.

**Title:** Veterinary Technician/Receptionist

**Position:** Full or Part Time, weekday afternoons and Saturday mornings

**Location:** Richmond, Indiana

**Primary Responsibilities:**

- Assist the entire team with the daily tasks of providing medical care to our patients'.
- Restrain patients for Veterinarian and/or Senior Technicians.
- Answer phone calls – including answering and/or screening clients' questions and scheduling appointments.
- Educate clients on all medical recommendations as well as preventive medicine, including vaccinations, spay/neuter, heartworm, intestinal parasites, etc.
- Manage and update patient files – including filing.
- Perform nail trims.
- Express anal glands.
- Administer subcutaneous injections.
- Fill medication prescriptions and educate client on proper dosing and potential side effects.
- Assist the entire team to provide a safe and clean work environment.

**Requirements:**

- High School Diploma
- Able to lift 50 pounds unassisted.

**Our Ideal Candidate:**

- A professional, caring, and confident demeanor with a solid work ethic
- Proficient in veterinary terminology and record keeping.
- Strong communication skills and phone etiquette
- Ability to multitask.
- Works well within a team
- Previous experience is preferred but not required.

**Resumes will be accepted by email, through [indeed.com](http://indeed.com), or mail.**

Email

[info@tlcpethospital.com](mailto:info@tlcpethospital.com)

Subject Line: Resume for Vet  
Tech/Recep

[www.indeed.com](http://www.indeed.com)

Search for veterinary technician  
or receptionist in Richmond, IN.

Mail

Logue's TLC Pet Hospital  
Attn: Office Manager  
4121 South A Street  
Richmond, IN 47374