

Administrative Position



Rogue Equine Hospital

Rogue Equine Hospital seeks an individual who can lead our staff in exceeding our customer's expectations in service, respect and compassion. Qualifications and experience should include, but not be limited to:

- Education - Associates Degree or higher, business oriented.
 - With emphasis in:
 - Marketing
 - Interpersonal Communication
 - Written Communication
 - Business letter writing
 - Second Language - Spanish (a plus)
 - Leadership
 - Data Management
 - Document Storage and Retrieval Methods
 - Spreadsheets development, production and management
 - Database Utilization and Management
 - SQL familiarity and data manipulation
 - Database Query experience
 - General Accounting Principals
 - Commercial Insurance
- Experience Required in:
 - Marketing
 - Web Content Development
 - Wordpress familiarity
 - Facebook
 - Content Management
 - Newsletter Production
 - Office Systems Management
 - Accounts Receivable
 - Accounts Payable
 - Scheduling
 - Staff Time Management
 - Appointment Scheduling
 - Human Resources
 - Oversight of
 - Staff Performance
 - Key Performance Indicators
 - BOLI regulations
 - Federal and State Employment Laws
 - OSHA Regulation

- Radiation Safety
- MSDS/Hazardous Materials
- Workplace Safety
- Staff Compliance with Written Employee Manual
- Workman's Comp
 - Compliance Monitoring
- Staff Education
 - Technical
 - Administrative