



Director of Operations

We are eager to add a full-time Director of Operations to our growing team. The primary duties of this individual are to use their expertise in business administration, human resources, and inventory management to support the practice and other members of the team. Examples include developing practice benchmarks, streamlining pharmaceutical purchasing and invoicing processes. Our business utilizes a robust inventory and accounting software program that has the capability to run advanced reports to help guide decision making. Other duties include human resource development, warehouse management, and oversight of the annual budget. The Director of Operations will be responsible for working collaboratively with the partners to oversee, schedule, and lead a small team of extremely talented and passionate people. This individual will also play a key role in fostering relationships with clients, industry partners, pharmaceutical company representatives, and affiliate veterinary practices.

Requirements:

- A Bachelor's degree is required. Other credentials such as a MBA, CPA, or MSc. degree in a field relating to the position are highly desired. If the successful candidate possesses a DVM degree or RVT designation there is more opportunity to be integrally involved with pharmaceutical dispensing and prescription management.
- 10+ years experience in a similar management position or related field.
- Proficiency in Office 365, Google applications, and accounting software programs.

Desired experience and knowledge:

Advanced knowledge of accounting principles and inventory management processes are desired. The candidate should have ample experience with client communication, developing and executing a strategic plan, formulating operational policies and procedures, and running sales reports with projections. Experience overseeing day-to-day warehouse operations, managing human resources, and executing complex pricing structures with rebates are beneficial. Basic knowledge of commercial beef production or veterinary medicine, as well as ABVMA requirements to establish a valid Vet-Client-Patient-Relationship (VCPR) and dispense pharmaceutical products are considered assets.

Salary and benefits:

Our practice offers a competitive base salary with bonuses and profit-sharing structure, full health benefits, as well as continuing education and professional dues if applicable. This position is granted a minimum of 3 weeks paid vacation, 1 week for continuing education, and 1 week sick leave.