

NC Veterinary Medical Board

Job Description



Job Title: Practice Facility Coordinator

Work Location: 1611 Jones Franklin Rd, Suite 106, Raleigh, NC 27606

Division/Department: Practice Facilities/Corporations

Reports to: Executive Director, Office Manager, and Board Members

Essential Duties and Responsibilities:

- Process new practice facility applications
- Process inspection reports, payments, and create/mail citation letters.
- Communicate and coordinate with inspectors to: provide list of facilities to be visited in the near future, schedule mobile practice inspection trips, maintain and schedule list of new facilities to be inspected, inform inspectors of inspections that are off schedule due to modifications of the current inspection schedule
- Process new, amending and dissolving corporation filings
- Process 60 day temporary permit applications
- Process 4th year student applications
- Manage Facebook and Twitter accounts
- Assist in renewal process (E.G. Reminders, Telephone, and Internet)
- Answer incoming phone calls/Checks voice messages
- Coordinate Board meetings, agenda, hotel accommodations, and meals
- Perform related duties as assigned by supervisor

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills
- Excellent computer proficiency MS Office (Word, Excel and Outlook) and Social Media
- Must be able to meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Strong organizational abilities
- High school diploma or GED required
- Associate degree preferred

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other applicable federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA and other applicable federal, state and local standards
- Must be able to lift and carry up to 30 lbs
- Must be able to talk, listen and speak clearly on telephone

Salary based upon experience

Insurance provided after probation period

The NCVMB adheres with all Federal, State, and/or local employment laws

If interested please provide a CV/Resume' detail previous work experience (and applicable skills for the position) and 2 references to TSchadler@NCVMB.org