

The general manager oversees all staff and is responsible for every aspect of the facility including animal care, client services, daily operations, overseeing administering medication, hiring and training staff, ensuring SOP's compliance, scheduling, finances, inventory, building maintenance, security, benefits, payroll and anything else that comes their way.

Along with your daily responsibilities, you are considered one of the team and are not above anyone else when it comes to the daily operations. The general manger leads by example answering phones, making reservations, checking vaccine status, animal rotations, maintaining a clean and hygienic facility. The general manager is expected to do everything the rest of the staff does and helps where needed daily. This is not considered a sit in your office job.

It is imperative that you have a positive, bubbly personality and can make relationships easily with clients and vendors; you must be personable! A New Mexico RVT license is strongly desired and veterinary medical experience required i.e., should include shelter medicine (of upper respiratory illnesses and their progression/spread of disease), endocrine disorders, diabetes, neurology and medical math for determining medication dosages.

Monte Vista Pet Lodge offers a competitive salary and a comprehensive benefits package.

Interested candidates should email a resume and cover letter to [mprescott@vescnm.com](mailto:mprescott@vescnm.com)

Contact Melissa Prescott to see what opportunity awaits! Call @ (505) 883-8387

Email: [mprescott@vescnm.com](mailto:mprescott@vescnm.com)