



1525 Bioscience Drive, Suite 4
Worthington, MN 56187

507-343-0386
www.profectuslivestock.com

Office Manager

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Worthington, MN • On-site

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\$25-\$30/hr.

Full-time

Medical, Dental, Vision, Life, Retirement, PTO

About Profectus Livestock Solutions

Profectus Livestock Solutions, located in Worthington, MN, is a supplier of high-quality nutrition and animal health products to livestock producers across the upper Midwest. Our staff of veterinarians, nutritionists, livestock specialists and support staff partner with farmers and ranchers to solve problems on their operations by improving animal health, increasing performance, and improving profitability.

Join our Team as an Office Manager

We are seeking a highly organized and proactive Office Manager to provide primary support to our Director of Operations, Veterinarians, Sales Team, and other departments. This role is essential to the success of our veterinary and livestock services operations, serving as a key point of contact for communications, scheduling, customer support, documentation, and administrative coordination. The ideal candidate is detail-oriented, customer-focused, able to manage multiple priorities, and thrives in a collaborative team environment.

Key Responsibilities:

- Furnish and obtain information from outside Veterinarians.
- Acts as the single point of contact for internal communications and correspondence as necessary
- Assist in preparation of customer visits, meeting agendas, presentations and project proposals for the vet team.
- Communicate and/or coordinate activities between members of the vet team
- Assisting, organizing and maintaining the calendars, correspondences and records, following up on pending matters with limited direction/supervision.
- Telephone & Scheduling: To accurately transfer calls in an efficient and timely manner on a as needed basis.
- Accurately schedule veterinarian calls and dispatch calls to veterinarians while in the country, coordinating locations and travel time in an efficient and timely manner.



pr̄fectus: progress, success, accomplish



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- Transcription: To accurately transcribe dictation in an efficient and timely manner.
- Typing/Spreadsheet Projects: Accurately complete typing or spreadsheet projects assigned by veterinarians, management, and/or other departments in an efficient and timely manner
- Health Certificates To accurately complete health certificates for animals using the Global Vet Link system and make sure copies get to client and state offices.
- Lab Results: Accurately report outside diagnostic lab results to clients and request follow up with the veterinarian.
- Lab billing: Bill laboratory charges to the appropriate clients.
- Filing: Accurately file lab reports and other documents into client file folders.
- Fill out call sheet and bill clients for Vet visits to update VCPR records.
- Event Planning: Help with coordination of the meals, hotel room and flights.
- End of Month Procedures: Prepare and send statements
- VFD administrator: Help follow VFD protocols and rules and fulfill VFD requests as needed.
- Mail & Deposit: To accurately assist in disbursing mail in an efficient and timely manner daily. Accurately apply customer payments to accounts
- General Housekeeping: To maintain a professional appearance of office area
- Other duties may be assigned.

Qualifications

- Excellent verbal, written, and interpersonal communication skills.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Proven ability to prioritize work independently while exercising sound judgment.
- Proficiency with Microsoft Office applications, including Outlook, Word, Excel, PowerPoint, and Teams.
- Strong attention to detail and commitment to accuracy.
- Demonstrated ability to handle confidential information with integrity and professionalism.
- Excellent internal and external customer service skills.
- Ability to work collaboratively in a team-oriented environment.
- Positive, adaptable, and flexible approach to changing priorities.
- Experience preparing correspondence, collecting and organizing data, and producing reports.
- Knowledge of veterinary, agricultural, livestock, or animal health industries is a plus but not required.



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Education and Experience

- Certificate from a college or technical school
- 3-6 months of related administrative, office support, customer service, or coordinator experience
- Equivalent combination of education, training, and experience will be considered

Compensation:

- Base pay of \$25-\$30 an hour based on experience
- Comprehensive benefits package valued at over \$5/hour that includes unlimited PTO, Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, and 401(k)

Ready to Elevate Livestock Care?

With PLS, you'll partner directly with farmers and ranchers to revitalize operations through cutting-edge nutrition formulations, custom animal health solutions, and expert guidance that turns challenges into consistent gains. Join our dynamic team of veterinarians, nutritionists, and livestock experts with over 100 years of combined experience — delivering innovative, custom solutions that boost animal health, welfare, and whole-farm profitability for producers across the Midwest.

Apply today! We're an equal opportunity employer committed to diversity in veterinary medicine.

*Position open until filled.



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