

## **Veterinary Receptionist**

**Job Type:** Full Time, Part Time

**Competitive Salary/Pay:** Based on Experience

**Job Description:** Veterinary Receptionists will assist veterinarians in care of the animals. Receptionists are responsible for client care and communications while providing excellent client service at all times. Receptionists perform clerical duties related to veterinary care and treatment. Must be able to process invoices and payments while directing incoming phone calls and providing miscellaneous support to the veterinary team.

Potential candidates will be greeting clients and patients in a promptly and fashionable manner. Candidates will gather all initial information and previous medical records when necessary.

### **Skills/Qualifications:**

Veterinary Receptionists must have excellent communication skills, so that they may interact with pet owners and co-workers. They must have an understanding of animal and client behavior. Receptionists must be detail-oriented and well-organized so that they may take medical histories, carry out instructions, document patient statistics and update records.

Here at Croydon Pet Hospital we strive to treat every pet that enters the door as we would our own. It's essential that candidates enjoy working with animals and have the ability to make pet parents feel at ease. To learn more about our hospital, please include a resume, and three references when responding to the advertisement.

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