

Veterinary Receptionist/Administrative Assistant

Job Type: Full Time

Competitive Salary, Based on Experience

To learn more about our hospital, please INCLUDE resume, and three references when responding to this advertisement. **Please email Info@croydonpethospital.com with the above information to apply.**

Job Description:

Veterinary receptionists will assist veterinarians in the care of animals. Receptionists are responsible for client care and communication, and providing excellent client service at all times. Receptionists perform clerical duties related to veterinary care and treatment, process invoices and payments, direct incoming phone calls, and provide miscellaneous support to the veterinary team.

They help during patient examinations by greeting the client and getting initial information for the visit. At Croydon we strive to treat every pet that enters the doors as we would our own, so the receptionist will also communicate with pet owners and update patient files. Veterinary receptionists often work Monday, and Wednesday-Saturday at Croydon.

Skills/Qualifications:

Veterinary receptionists must have excellent communication skills, so that they may interact with pet owners and coworkers. They must have an understanding of animal and client behavior. They must be detail-oriented and well-organized so that they may take medical histories, carry out instructions, document patient statistics and update records. It's also essential that they enjoy working with animals and have the ability to make the pet parents feel at ease. Any experience with Cornerstone software will be beneficial for this position.

Pay: \$13.00 - \$15.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place