



**Position:** Receptionist

**Job Requirements:**

- Positive attitude
- Must enjoy working with people and animals
- Excellent phone skills
- Excellent communication skills
- Basic computer skills, Microsoft word
- Basic math skills
- Quick learner
- Flexible schedule – willing to work some weekends
- High School Diploma (or GED)
- Excellent joke teller (just kidding ☺ )

**Hours:** FULL TIME position available. Hours will be scheduled during the following time frames: Mon-Fr 7:20-5:00 pm

**Job description:**

- Greeting clients
- Entering client and patient information into computer
- Checking patients in and out for appointments, surgeries, boarding, etc.
- Collecting and entering payments
- Balancing the drawer, creating deposits and processing end of day
- Going to the bank when needed for deposits or change
- Preparing coupons, city licenses and other forms for submission
- Answering phones and scheduling appointments
- Generating and sending patient reminders
- Calling clients for progress reports, reminders and appointment confirmation
- Educating clients on their pets' health care needs
- Maintaining hospital appearance
- Assisting other employees as needed
- Attending weekly staff meetings
- Other duties as assigned

**Pay:** \$15-17/hr depending on experience