

**Clinic Receptionists:**

Job Types: Full-time, Part-time

Salary: \$10.00 to \$12.00 /hour

Do you have experience working in a medical or vet office and love animals?

Are you great with people and have exceptional customer service skills?

Are you positive under pressure?

If so, then have we got a job for you!

We are seeking a self-motivated, energetic, positive person to work in our nonprofit spay and neuter clinic. We will be hiring for both a full time and a part time position. As the clinic receptionist you will have a wide range of responsibilities, to include managing the daily flow of animals in and out of the clinic for both surgical appointments as well as vaccine clinics. You'll also get to answer phones and voicemails, and make appointments for all of our furry friends.

Any prior receptionist experience is great and a previous understanding of Avimark and Petpoint is a HUGE plus!

All candidates must be dependable and flexible, with great organizational and time management skills. If you think you are the candidate with the "can-do" attitude that we are looking for and you thrive in a fast paced environment and are willing to learn and adapt, then please email us your cover letter and resume.