

Position Posting

Posting Date 09.11.2017
Removal Date 10.011.2017

Posting Number: 17-260

Job Title: Veterinary Receptionist

Company Description: Bethel Community Pet Hospital - Bethel, OH

Internship []

Part-time Position []

Full-time Position []

Postings remain active only thirty (30) days.

Employer: Bethel Community Pet Hospital - Bethel, OH

Contact Person: If you are interested in this job posting please call our voicemail at 513-427-2196 and leave your name and phone number before you answer the following questions.

- Why do you feel that you are a great fit for this position?
- What are your greatest strengths in a working environment?
- What is your favorite thing about being a Veterinary Receptionist?

Duties: Bethel Community Pet Hospital is located in Clermont County and is currently seeking a full-time Veterinary Receptionist. We are a full service medical facility for dogs and cats and we pride ourselves on our excellent customer service and high medical standards for our patients. Our practice is quickly growing and we are looking for an outgoing team member that shares our vision for the future and will help us to build our practice. We strive to maintain an excellent staff of professionals and we are looking for a highly motivated individual to join our team.

The ideal candidate for this position has a passion for excellence regarding patient care, has impeccable organizational skills, is customer service driven and is always seeking ways to improve. Applicants must have very good communication skills, be able to multi-task with great attention to detail, and demonstrate an ability to collaborate with others to find solutions to problems. This position is full time and includes some evening and weekend hours.

Responsibilities include, but are not limited to, maintaining client and patient medical records/charts, answering multi-line phones, checking clients in and out of the reception area, animal restraint as needed. Clients must also be able to lift and carry heavy items such as +50lb bags of dog food. Compensation will be based on experience and includes paid time off and holidays, discounted pet products and a matching 401k retirement plan.

Thank you for your interest in our job posting and we look forward to hearing from you!

Salary: TBD

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.