



Veterinary Receptionist and Administrative Assistant

Job Type: Full-time

Competitive salary, based on experience

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

Job Description:

At Happy Tails Veterinary Hospital we pride ourselves on quality patient care and customer service. We are growing clinic and are looking to expand our team, as our hospital expands. We are looking for someone to be a leader and a guide for the tech assistants. We pride ourselves creating a team environment. We love to have people who dream big and think outside the box. We value your scheduling needs, health and wellbeing, and desire to learn. We provide opportunities for CE if you wish to take part in that. We prefer someone who can work evenings and 1 or 2 Saturdays a month. Majority of the month you will have your weekends OFF!! Our team members exhibit positive professionalism not only for our clients but also for their fellow team members. We are accepting applications for highly motivated team members that are capable of multi-tasking while being friendly and professional with clients. Experience is not required within the veterinary industry, however it is preferred.

Personal qualities that are essential:

- Friendly
- Honest
- Efficient
- Self motivated
- Compassionate
- Open to learning and educating clients
- Willing to work in front of clients
- Outgoing and engaging

Skills/Qualifications:

- Knowledge of current veterinary terminology
- Knowledge of Animal Behavior and husbandry

- Good written and verbal communication skills
- Use of medical terminology
- Attention to detail and accuracy
- Knowledge of Infinity management software preferred but not required
- Word processing skills (Office, Excel, Power point, Outlook)
- Knowledge of social media - Facebook, Twitter, Google, Yelp, Instagram
- Typing speed of 35wpm or higher with accuracy of 95%
- Ability to draft memos, letters and notices with proper grammar
- Polite and courteous telephone communication
- Ability to work as a team

Job description/Responsibilities:

- Answer phone and take messages as well as make daily appointment
- Communicate appointment times with clients and confirm existing appointments
- Draft letters and notices for clients and staff
- Filing and upkeep of daily papers - electronically and hard copy
- Record keeping,
- Communications with clients and staff
- Assisting with marketing and promotional planning
- Be comfortable with computerized medical records
- Assisting in cleaning the clinic at the end of each shift

Must be able to pass an initial drug test