

Are you an enthusiastic, detail-oriented Customer Service Leader who is passionate about animals?

A Veterinary Hospital in Toronto is seeking a Full-Time Receptionist who has:

- Exemplary Customer Service Skills
- Strong Attention to Detail
- Excellent Written and Verbal Communication Skills
- Exceptional Organization Skills.
- Thrives in a fast-paced Environment
- Takes Initiative and accepts Accountability

Responsibilities include scheduling appointments, answering the telephone, setting up new clients and patients, preparation and maintenance of medical records, admitting and discharging patients, mailings, computer operation, financial transactions, filing, and front office and reception area maintenance. Shift hours may vary (morning, afternoon, evenings or weekends)

Experience:

- Customer Service: 1-3 year (Required)
- Medical Office Diploma would be an asset

Please email Lori Ponte at lori@animalhealthpartners.com