

Location:
Avian & Exotic Animal Clinic
1911 S Lindsay Rd
Mesa, AZ 85204

Job Title: Receptionist

Job Description:

Avian & Exotic Animal Clinic of Arizona is seeking a friendly and organized receptionist to join our team. As the first point of contact for our clients, you will play a crucial role in ensuring a welcoming and efficient experience for both pet owners and their exotic pets. This position is perfect for someone who loves animals, enjoys multitasking, and excels in customer service.

Please note that this is not an entry-level position; prior experience in customer service is required. Experience in a veterinary clinic or animal care setting is highly preferred.

Key Responsibilities:

- **Client Interaction:** Greet clients warmly in person and over the phone, answering inquiries, scheduling appointments, and providing information about our services.
- **Appointment Management:** Efficiently manage the clinic's appointment calendar, ensuring accurate scheduling and timely communication with clients.
- **Administrative Support:** Handle various administrative tasks, including filing, data entry, and maintaining client records.
- **Financial Transactions:** Process payments and handle billing inquiries.
- **Communication:** Liaise between clients and veterinary staff, ensuring clear communication and a smooth flow of information.
- **Facility Maintenance:** Ensure the reception area is clean, organized, and stocked with necessary supplies.

Qualifications:

- Previous reception experience in a veterinary clinic or animal care setting is preferred.

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- Customer service experience is required, with strong communication skills and a customer-focused attitude.
- Proficiency in using office software, including scheduling systems and electronic medical records. Experience in AVImark is a plus.
- Ability to multitask and handle high-stress situations with professionalism.
- A passion for animals, particularly exotic species, and a commitment to their well-being.

Benefits:

- Paid time off and Holidays
- Discounted company services
- Monthly stipend for health care premium or out of pocket medical costs
- IRA plan with employer matching after 2 full years of employment

How to Apply: Please submit your resume and a cover letter detailing your interest in working with exotic animals to officemanager@aeacarizona.com.

About Us:

At Avian & Exotic Animal Clinic of Arizona, we specialize in providing top-tier veterinary care for birds, reptiles, small mammals, and other exotic pets. Our clinic is known for its expertise, compassion, and commitment to advancing the health and well-being of the unique animals we serve.