

Full-Time or Part-time Receptionist for a progressive surgical practice in beautiful Birmingham

Are you looking to exceed client's expectations with excellent customer service? Excited about working with animals and a fun team? Then look no further, we are seeking a dedicated and outgoing individual for the receptionist position at our veterinary practice.

In this role you will:

- Work closely with our referring veterinarians, clients and their pets
- Use a multi-line phone system
- Perform data entry and reporting
- Be involved in payment transaction and invoice processing
- Schedule and prepare for appointments

To be successful in this role you will need:

- Enjoy working individually and as a team, maintain a great work ethic
- To greet clients in a professional, friendly, hospitable manner
- Excel in communication
- Have a commitment to excellent client service
- Possess strong organizational skills
- Be able to work in a fast-paced environment

Requirements:

- Previous customer service experience is desirable
- Computer proficiency and the ability to learn new computer programs

As an employer of choice, we will provide full-time employees with the following:

- Competitive Salary
- Continuing Education
- Paid Time Off
- 401K Retirement/Profit share Plan
- Defined benefit with short term/long term disability and life insurance
- Veterinary Services at a Reduced Rate

Our surgical practice delivers services strictly by referral and our most common procedures are in orthopedics, soft tissue, and spinal surgeries. Our team of three surgeons and highly-trained veterinary staff provide the depth of expertise required to handle any veterinary surgery and are committed to achieving remarkable outcomes with each patient visit.

You can find us on the web at www.vetsurgerybirmingham.com. If you are keen to pursue this exciting career opportunity, please email your resume and cover letter to vsobresume@gmail.com. A background check/drug screen will be required of the successful candidate. We are a drug-free workplace and an equal employment opportunity employer.