Job Description for Receptionist

Spay/Neuter Clinic

Key Responsibilities

- Answer clinic phone, schedule spay/neuter appointments, and respond to client questions
- Check animals in for surgery and spay/neuter recheck appointments
- Discharge animals after surgery and review instructions with clients as directed by the medical team
- Process payments during check-in and discharge
- Enter and maintain client and patient information in the clinic's scheduling database
- Assist with paperwork and other administrative tasks as needed
- Perform additional duties as assigned to support clinic operations

Experience

- Previous receptionist, administrative, or customer service experience is preferred
- Veterinary or animal care experience is required

Skills & Qualifications

- Strong multitasking and organizational skills
- Excellent customer service and communication skills
- Ability to interact with clients politely and professionally
- Comfortable using computers and entering information into an online database
- Ability to work in a fast-paced environment
- Must pass a pre-employment SLED background check.

Experience:

- Animal care: 1 year (Required)
- Front desk: 1 year (Required)
- Medical scheduling: 1 year (Required)