

RECEPTIONIST

As the first point of contact, the Receptionist will deliver outstanding customer service by creating a warm and welcoming environment for our clients. As the Receptionist, you will be able to assess and assist with client needs, answer inquiries and provide prompt and appropriate information.

RESPONSIBILITIES / WHAT YOU WILL DO

The Receptionist will be responsible for the following:

- Greet and welcome clients, and direct them to their appointment
- Answer, screen and forward incoming phone calls in a professional manner as well as determine client needs and provide appropriate information and/or direction
- Process transactions and issue invoices
- Schedule appointments, place and process client food orders and prescription refill requests
- Ensure the cleanliness and tidiness of the clinic
- Perform clerical duties such as filing, photocopying, scanning and faxing
- Support work teams by managing client correspondence and providing documentation

QUALIFICATIONS/ WHAT YOU WILL BRING

A successful Receptionist will have the following qualities:

- An enthusiastic personality and excellent interpersonal skills
- Strong professionalism and have excellent verbal and written communication
- Problem solving skills
- Strong time management and organizational skills
- Ability to multitask and be adaptable

AT ERINDALE ANIMAL HOSPITAL

OUR VISION

Our vision is to be a recognized and trusted leader in relationship-centered pet health care dedicated to the health of pets, their families and the environment.

OUR MISSION

Our mission is to compassionately deliver exceptional veterinary service and care; to help our clients achieve their pet's health goals through a collaborative, educational approach; to provide our staff professional growth, job satisfaction, balance, and recognition in a congenial, enjoyable, cooperative atmosphere of open, honest communication

OUR VALUES

Trust, Quality, Accountability, Adaptability, Credibility, Ethics, Pride, Passion, Teamwork, Dedication, Mentorship

HOW TO APPLY

Please send your resume to eahemployment@gmail.com with the subject: Erindale Animal Hospital - Receptionist. Only suitable applicants will be sent a formal application form. Thank you for your interest in Erindale Animal Hospital.