



<https://csravs.com/job/veterinary-receptionist/>

Veterinary Receptionist

Description

CSRAVS is seeking a dedicated and compassionate Veterinary Receptionist to join our team! We are a fast growing, multi-doctor practice committed to providing high-quality medical care and excellent client service.

The ideal candidate will possess exceptional customer service skills, a strong ability to multitask, and a genuine love for animals and their owners.

Responsibilities

- Greeting clients and their pets warmly upon arrival
- Answering phones, scheduling appointments, and managing incoming calls efficiently
- Managing client communication via phone, email, and in-person interactions
- Processing payments and managing financial transactions
- Maintaining accurate patient records and client information
- Explaining basic veterinary services and products to clients
- Handling incoming and outgoing mail and faxes
- Keeping the reception area clean and organized
- Assisting with inventory and ordering office supplies
- Directing client flow and managing wait times
- Providing compassionate support to clients during difficult times

Qualifications

- High school diploma or equivalent
- Previous experience in a customer service role, preferably in a veterinary or medical office setting
- Excellent verbal and written communication skills
- Proficiency with multi-line phone systems and basic office equipment
- Familiarity with veterinary software (e.g., Avimark, Cornerstone) is a plus
- Strong organizational skills and attention to detail
- Ability to multitask and prioritize in a fast-paced environment
- A positive attitude and a compassionate approach to client and patient care
- Ability to handle challenging situations with professionalism and empathy

Job Benefits

- Competitive salary
- Health insurance
- Paid time off
- CE allowance
- Retirement plan for full time employees
- A supportive and collaborative work environment
- Opportunities for professional growth and development

Hiring organization

Central Savannah River Area
Veterinary Services

Employment Type

Full-time, Part-time

Job Location

4568 Whiskey Road, 29801, Aiken,
South Carolina, USA

Date posted

June 4, 2024