Valley Veterinary Hospital is Seeking a Full Time Receptionist

Seeking a full time receptionist to work Mon-Fri and some Saturday hours (once monthly). Wage is dependent upon experience and qualifications. Phone, computer and customer service experience are required.

Our receptionists are customer-relations experts in our veterinary practice. They are the client's first impression of our practice so excellent customer service, ability to work with a wide variety of people, and a positive attitude and personality are a must. Must have desire and ability to learn about the veterinary industry, services provided and products prescribed to our patients.

Applicants must be able to work in a fast paced and busy environment. They should be organized, dependable, friendly, professional, and be a motivated team player with excellent verbal and written communication skills. Strong organizational skills with attention to detail and follow-up and the ability to be proactive and self-driven are also necessary. The ability to pick up a new computer system efficiently would be ideal.

Please email resume and cover letter to Haylee@valleyveterinary.net.