

Equine Office Receptionist

Basic Description:

We are seeking a friendly and organized receptionist to join our team. The receptionist will manage the front desk area, greet clients and visitors, answer phone calls, schedule appointments, assist with administrative tasks and assist hospital clinicians with billing. This position requires strong communication skills, attention to detail and the ability to multitask in a fast-paced environment. This is a full-time position with competitive salary and benefits packages. We encourage you to apply if you are a self-motivated individual passionate about helping people and animals.

Schedule/ Shift: ___Monday-Friday daytime, with some seasonal weekend and after-hours shifts (for coverage)

Requirements: Including education, experience, and skills

- Ability to handle money
- High school diploma or equivalent
- Previous experience in a customer service or administrative role
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Proficiency in computer skills, including Microsoft Office
- Knowledge of equine medicine or veterinary services is preferred but not required

Skills Preferred: (Will be Bullet Points)

- Equine Medical Terminology
- At least one year of prior experience with horses other than your own

Primary Duties:

- Greet clients and visitors as they arrive at the hospital
- Answer phone calls and respond to inquiries professionally and courteously on a multi-line phone
- Support employee uniform/apparel store, by managing inventory
- Check-in scheduled patients
- Coordinate arrival/departure of patients

- Process payments, take deposits and set up new accounts
- Coordinate with other departments to ensure smooth operations
- Assist with administrative tasks such as filing, data entry and record keeping
- Provide excellent customer service
- Stay up-to-date on hospital policies, procedures and services to accurately communicate information to clients

Please send resume to: hr@roodandriddle.com