



Veterinary Reception Team Member

This position takes a special person who is able to work with both humans and animals. The most important parts of the veterinary receptionist team member job description is having a welcoming personality and an ability to communicate well with anyone. While there are certain duties that are part of the job, the primary responsibility of a veterinary receptionist is to greet patients and their owners as they arrive/call/email us, while making them feel safe and welcome (part of a family).

A receptionist team member must have great communication skills, be friendly, outgoing and organized. A veterinary receptionist should be able to remain calm and compassionate while carrying on a multitude of other tasks. Personal qualifications would include being able to effectively handle several things at the same time without getting frustrated or letting that frustration flow over to the way clients are dealt with.

General responsibilities include greeting clients, checking clients in/out, answering phones/emails, collecting payments, scheduling appointments, dispensing medications to name a few. Since the veterinary reception is the main means of communication between the medical staff and the clients, it is his or her job to communicate to the vet or vet techs any emergencies that walk through the door. Other tasks may involve keeping the waiting area clean and well organized, calling to confirm appointments and collecting and sending mail.

Benefits include: health/Dental insurance, IRA with employer matching, paid vacation after 1 year employment, uniform allowance...

To apply for the position please send resume and application (found on our webpage) to SY@indianheadanimalhospital.com

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