Winfield Veterinary Hospital

Receptionist

Employer

Winfield Veterinary Hospital 1920 E 9th Ave Winfield, KS 67156 620-221-9505

Job Description

Part-time position (approximately 25-30 hours per week)

Hours: flexible scheduling, mostly morning duties from 7:30 AM- Noon Some Saturdays required

Pay: based on performance and attitude Probation/Temp period required

Job Duties:

- Greeting customers
- Answering phone calls and determining clients' needs
- Scheduling appointments
- Client communication and providing accurate information
- Relaying messages from doctors to clients
- Selling products including food and medications
- Filling prescriptions
- Cashier duties
- Tidy and maintain reception area
- Inventory counts and unboxing of shipments
- Sanitation of exam rooms after appointments

Qualifications:

- At least 18 years of age
- Communicates clearly both verbal and written
- Ability to use computers and technology efficiently
- Works well with others
- Professional attitude and appearance
- Ability to stand for long periods of time
- Punctual
- Ability to multitask under pressure
- Driver's license and reliable transportation
- Lift 40+ lbs. regularly

Apply

Email <u>winfieldvet1951@gmail.com</u> for application.

Submit a completed application and resume to email or in person to the front office at 1920 East 9th Ave Winfield, KS.