



## **Longmont Humane Society**

### **Veterinary Clinic Receptionist**

The Longmont Humane Society's Well Pet Clinic is currently accepting applications for a Veterinary Clinic Receptionist. This position is the face of the clinic, sharing information about our services to the community and manages the scheduling, intake and check-out of patients at the clinic.

#### **Essential Duties and Responsibilities:**

- Handle all incoming calls, scheduling appointments and providing veterinary information over the phone to assist clients in making appointments and arriving prepared for those services.
- Open clinic – prepare lobby for patients, prepare cash drawer
- Check clients in/out
- Effectively communicate our services and pricing to clients and the public
- Close clinic – complete reports detailing sales, reconcile cash drawer and prepare deposit

#### **Job Qualifications:**

- At least 1 year of customer service experience
- Experience in the veterinary field or animal welfare preferred
- Experience with computer database systems
- Effective communication, organization, and customer service skills
- Spanish language speaking ability a plus
- Has a positive attitude, is conscientious and shows initiative
- Ability to handle multiple tasks at once in a fast-paced environment

#### **Working Conditions:**

- Office and animal shelter environment
- Potential exposure to high noise levels and zoonotic diseases
- Frequent use of computer and phone

#### **To Apply:**

Please email your cover letter, resume, and salary requirements to Tracy Warden, HR Director, at [tracy@longmonthumane.org](mailto:tracy@longmonthumane.org). Be sure to reference the clinic receptionist position in the subject of your email. Longmont Humane Society is an equal opportunity employer (M/V/F/D). Thank you for your interest!