



Longmont Humane Society

Veterinary Clinic Receptionist

Job Title: Well Pet Clinic Receptionist

FLSA Status: Full-Time or Part Time, Non-Exempt

Date last reviewed: April 10, 2015

The Longmont Humane Society's Well Pet Clinic Receptionist 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