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# Example of Veterinary Receptionist Job Description

Our company is hiring for a veterinary receptionist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for veterinary receptionist

* Call clients about late charges and collect payment
* Completes assigned duties and reception check-lists during shift
* Managing the reception area
* Actively promoting the products and services of the practice
* Accurately recording client and animal information on our IT system
* Taking client payments and cashing up in a timely manner
* 5 weeks holiday per annum
* You will have access to a range of flexible benefits to suit your needs
* Highly competitive salary and bonus scheme
* Up to 7 weeks holiday

## Qualifications for veterinary receptionist

* You will have access to a range of flexible benefits to suit your needs – such as subsidised gym membership and cycle to work scheme
* Up to 7 weeks holiday + Bank Holidays(Pro Rata)
* A range of other employment benefits such as staff discount and ride to work schemes
* Interpersonal communication and customer services skills to clearly and effectively interact with individuals of varying ages, cultural backgrounds, perspectives, and emotional states to secure and/or provide information to clarify situations, resolve problems, make referrals, and interact with the general public
* Skills to maintain a pleasant and helpful demeanor in a hectic, demanding environment
* Experience working in a medical or animal environment