Example of Veterinary Receptionist Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a veterinary receptionist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for veterinary receptionist

- An attractive rate of pay
- Discounted pet products
- Employer contributed pension scheme
- Meet or exceed client expectations by facilitating client care and appointment scheduling
- Greet and provide prompt responses to all clients in a courteous, compassionate, and efficient manner
- Serve clients by providing correct information, directing inquiries to appropriate departments, and assessing clients' medical and emotional needs
- Schedule appointments by matching available dates/times with prerequisites for appointments and requested/recommended services
- Determine if requested service is appropriate and apprises the client of options and potential outcomes
- Explain and clarify appointment process and procedures
- Verify client/patient information

Qualifications for veterinary receptionist

- Pet discounts on a variety of pet products
- Retail discounts and subsidised gym membership at participating health clubs
- Provide basic hospital information and direct clients to various locations in the hospital or surrounding areas
- Maintain oversight of reception waiting areas