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Client Service Representative (CSR) / Receptionist Needed in Fast Paced Veterinary Hospital ^{SAVE}

55118

TIME FOR A NEW CAREER! Imagine yourself in a brand new, 13,000 square foot, state of the art Veterinary Hospital! Southview Animal Hospital (privately owned since 1971) is looking for awesome Customer Service Representative to join our busy multiple doctor practice! The position is 35-40 hours per week and will include some evening and every other weekend shifts. Candidates must be punctual, calm in high stress situations, self-motivated, and have excellent communication skills. Candidates must have the ability to prioritize tasks, work independently or as part of a team, and multitask.

With the ability to see a wide range of species and varied services, Southview offers a great learning environment. We have state of the art equipment which gives our technicians and doctors the ability to provide the best possible care. We have a CT Scanner, digital x-ray, digital dental x-ray, therapy lasers, surgical laser, canine rehabilitation services, acupuncture, chiropractic care, plus a lot more. We offer emergency services and run a very busy and varied surgical schedule.

MINIMUM EDUCATION / EXPERIENCE / ABILITIES

- Previous experience in the veterinary field not required but is a plus.
- Basic computer knowledge including Microsoft Word required.
- Minimum one year receptionist experience in a fast paced, high volume setting REQUIRED.
- Minimum of high school diploma or equivalent required.
- Previous experience using multi-line phone systems required.
- Ability to multi-task and stay upbeat and cheerful in stressful situations is required.
- Experience with Avimark is a plus!

RESPONSIBILITIES

- Greet clients and patients with a friendly demeanor.
- Schedule and check-in appointments.
- Manage seven phone lines (with two other employees).
- Balance the cash drawer.

Application



Attachments:

Please include your resume and up to two additional documents.

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- Fax and scan records to referring veterinarians as requested.
- Use Avimark (veterinary program) to accurately create accounts, post payments, etc.
- Consistently provide exceptional customer service in a positive manner.

Southview Animal Hospital is a fast paced, seven day a week animal hospital. We are dedicated to providing high quality medicine and excellent customer service. Full time positions are eligible for a full benefits package including health, dental, life insurance, paid time off (PTO), long & short term disability, voluntary benefits, uniform allowance, and 401K. Hospital hours are Monday-Friday 7 AM to 8 PM, Saturday-Sunday 8 AM to 5 PM. We have expanded our Urgent Care Hours until Midnight 7 days a week! **Please submit via email a resume and cover letter including salary requirements to:** sfoster@southviewanimalhospital.com.

NOTES:

4 openings.

Internal Number: 7/7/20

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About 55118

Southview Animal Hospital 2000 Robert St. S., West St. Paul, MN 55118 Phone: 651-455-2258 Fax: 651-453-1017 E-Mail: sfoster@southviewanimalhospital.com and kparish@southviewanimalhospital.com

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Details

Posted:

July 7, 2020

Location:

West St. Paul, Minnesota

Salary:

Open

Type & Experience Level:

Part Time or Full Time - Less than one year

Function:

Other

Species:

Canine, Feline, Porcine, Poultry, Aquatic, Exotic/Avian, Lab Animal, Other

Category:

Private Practice

Preferred Education:

High School