

# Veterinary Receptionist- 1+ Year Vet Clinic Experience Required

Silvervine Cat Clinic – Woodbury, MN

## Job description

Silvervine Cat Clinic is a feline-only veterinary clinic in Woodbury, MN. We are looking for a friendly, efficient reception professional with experience in the **VETERINARY** setting. **No other applicants will be considered.**

### Responsibilities:

- Setting a positive, welcoming tone for clinic staff and visitors
- Maintaining up-to-date, confidential client records
- Communicating accurately and efficiently with clients, vendors, and staff by phone, in writing, and in person
- Handling appointment scheduling, transactions, and other clerical duties
- Maintaining the cleanliness, sanitation, and appearance of the clinic including in-depth cleaning of exam rooms between appointments

### Requirements:

- 1 year minimum experience as a veterinary receptionist
- Friendly, empathetic, helpful, and professional demeanor
- Affection for cats and people
- Able to communicate clearly in person, by phone, and in writing
- Quick to learn new software and experienced using tablets, laptops, printers, and other technology
- Available to regularly work 8:30 AM - 6:30 PM four days per week with flexibility to work past 6:30 PM when needed
- Willing to provide coverage for co-worker absences as needed
- Committed to long-term employment
- Able to sit, bend, reach, climb ladders, and lift up to 40 lbs repeatedly
- Willing to assist clients in a sad or distressed state including those whose pets are being euthanized

### Preferences:

- Familiarity with Windows, Microsoft Office Suite, Google Drive, and Shepherd software
- 2+ years experience working as a veterinary reception professional

Job Type: Full-time

Pay: \$18.00 - \$22.00 per hour

Expected hours: 38 – 42 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Health savings account
- Paid time off
- Vision insurance

Schedule:

- 10 hour shift
- Day shift

Experience:

- Veterinary Receptionist: 1 year (Required)

Ability to Commute:

- Woodbury, MN 55129 (Required)

Work Location: In person