

Copake Veterinary Hospital

7915 Route 22, Copake Falls, NY 12517

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William H. Rasweiler, DVM

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Veterinary Receptionist

Copake Veterinary Hospital is currently seeking a qualified individual for the position of **Veterinary Receptionist**. This is a **full time position** which includes an excellent benefits package and the opportunity to work in a well-established veterinary practice serving the tri-state area with a team of doctors and staff dedicated to providing outstanding compassionate veterinary care for their patients and world-class customer service for pet owners.

Qualifications Include:

- A true desire to provide outstanding compassionate customer service while acting as liaison between pet owners and the veterinary staff
- An exemplary attendance record with the flexibility to work overtime when required by customer demand
- good critical thinking and problem solving skills, a positive attitude, follow-through and excellent communication and teamwork skills.
- Basic accounting and superior math and cash handling skills
- Ability to answer and triage phone calls in a high tempo office environment
- Ability to use Windows based computer systems, word processing, email, web search and other skills needed to effectively use the practice management software program. Experience with Quickbooks and Excel is a plus.

If you feel that your skills and experience would be a good match for this position at Copake Veterinary Hospital, please stop by and pick up an employment application or go to www.copakevethospital.com and download an application.

Your applications can be:

- emailed to copakevethospital@yahoo.com
- faxed to 518-329-1393
- mailed to Copake Veterinary Hospital
7915 State Rte 22
Copake Falls, NY 12517
- dropped off at the clinic at 7915 State Rte 22 Copake Falls, NY

Please address all correspondence to the attention of Tait Wheeler, Business Manager