

Copake Veterinary Hospital

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Veterinary Receptionist/Expeditor

Copake Veterinary Hospital is currently seeking a qualified individual for the position of **Veterinary Receptionist/Expeditor**. This is a part time position which includes an 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 and expeditor between pet owners and the veterinary staff.
- An exemplary attendance record
- Good critical thinking and problem solving skills, a positive attitude, follow-through with excellent communication and teamwork skills.
- Basic accounting and superior math and cash handling skills.
- Ability to multi task i.e. answering and triaging phone calls while greeting incoming clients and receiving payment from outgoing clients in a high tempo office environment.
- Ability to efficiently create, retrieve and maintain patient treatment files.
- Ability to use Windows-based business software, email, web search and effectively use the Cornerstone practice management software program.

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