

# Catskill Veterinary Services, PLLC



Job Title: **Veterinary Receptionist – Full Time**

Job Description:

We are looking for someone to work as a veterinary receptionist in our office. Job duties include handling all phone calls and communications (text and email messages) that come into the hospital, scheduling appointments, and preparing items to be mailed.

Additional Responsibilities:

- Maintaining and organizing the reception area and exam rooms.
- Refilling medications.
- Maintain patient records.
- Processing payments and billing.
- Other duties as assigned.

Contact Information:

Send at resume and cover letter to [drjoe@catskillvetservices.com](mailto:drjoe@catskillvetservices.com)