**Overnight Admission Receptionist:**

Overnight admission receptionist for the hours of 9pm to 7a.  Hours will be 30 to 40 hours a week and will include weekend shifts.  Duties include but are not limited to: answering phones, taking emergency phone calls, generating emergency administrative paperwork, communicating with veterinarians and staff about incoming patients, assisting during emergencies, running basic lab work, stocking barn pharmacies, autoclaving equipment, help loading and unloading horses, and assisting nursing staff as needed.  Applicants must have horse handling skills and knowledge of horse terminology.  Please send inquiries to hr@roodandriddle.com.