**Receptionist Position**

Park Equine Hospital is accepting applications for a full-time receptionist.The PEH receptionist is most often the first person our clients speak to on the phone, and the first person our clients see when they walk through the door.  The ideal candidate should always present themselves in a professional, helpful, and friendly manner.

Responsibilities include:

-  Answer all incoming calls; transfer to appropriate destination or take a detailed message.

-  Greet clients and visitors as they arrive and assist with their general needs.

-  Client Check In:  make sure that all necessary paperwork is filled out entirely.  Alert barn staff upon client arrivals.

-  Client Check Out:  take payments from clients at discharge, and post payments to software.

-  Keep reception desk, entry way and hospitality area clean tidy, and stock client refreshments.

-  Be mindful of bathrooms, stocking with toilet paper and hand towels as needed.

-  Take outgoing mail to mailbox and pick up incoming mail each day.

-  Communicate pertinent information efficiently and promptly.

-  Other administrative duties as needed

Qualifications:
-Team-oriented, self-motivated and positive individual with strong work ethics.
-Excellent communication, customer service, and organizational skills
-Ability to efficiently multi-task in a fast-paced environment.
-Equine veterinary practice experience is preferred.

Please send resumes to aharper@parkequinehospital.com.