

HOLISTIC VETERINARY HEALING

Receptionist Position

Holistic Veterinary Healing, located in Germantown, MD, a companion animal veterinary hospital, is looking for an outgoing, easy going, competent, and compassionate Vet Receptionist to join our growing practice. HVH is a team-oriented environment which provides compassionate care to our patients and clients.

The Receptionist is responsible for making our clients feel welcome (a tall order while also offering curbside service), answering phones, making appointments, and checking clients out after their appointment with the Veterinarian and/or Veterinary Technician. The essential functions are as follows:

- Answer phones, make appointments, check out clients
- Prepare and label medications to be sent home with the patient
- Teach clients how to administer medication at home
- Maintain animal records and billing information
- Organize, label, and restock supplies and retail products
- Proficiency in Microsoft Office, internet, practice management software, and invoicing
- Retrieve the mail and prepare and send packages
- Refill refreshments stand and maintain an orderly reception area
- Fill prescription re-orders and prepare invoices
- Other duties as assigned

We are looking for someone with some college and two years of veterinary experience who loves animals and is a good communicator, flexible, detail-oriented, computer savvy, and interested in holistic treatments. Each member of the team is expected to wear scrubs and maintain a neat professional appearance.

This is a full-time position of 4 days or approximately 32 hours per week. The hours of work and days will vary from Monday through Saturday, between 9:30 a.m. and 6:30 p.m. Flexibility to fill in when other staff members need to take time off for illness or vacation is crucial.

Please forward the following information to Cecelia Bonfils, Hospital Manager, at HVHHospMgr@gmail.com :

- a cover letter explaining why you think you are the best candidate for this position
- a current resume
- your salary requirements
- list of references, preferably including previous supervisors for reference checks