

## JOB POSTING DETAILS

<b>Employer</b>	Great Lakes Animal Hospital	<b>Job Type</b>	RI
<b>Job Title</b>	Receptionist	<b>Duration</b>	Full Time
<b>ES Job ID</b>	13369	<b>Location</b>	NA
<b>Date Posted</b>	September 19, 2022	<b>Closing Date</b>	September 23, 2022

### Job Overview - Description & Duties

Great Lakes Animal Hospital is looking for a full-time Receptionist.

Duties:

- Greet clients and patients
- Answer phone, email, and social media inquiries
- Scheduling
- Billing and accounts receivable
- Maintain a clean work environment

### Required Skills

- Friendly, compassionate demeanor
- Customer service skills
- Passion for animals and a basic knowledge of animal care
- Excellent verbal and written communication skills
- Computer proficiency, including use of Word and Excel
- Ability to multi-task in a fast-paced environment
- Excellent organizational and time management skills
- Ability to work independently as well as part of a team
- Ability to maintain confidentiality
- Attention to detail

### Other Requirements

NA

### How to Apply

Please email your cover letter and resume as an attachment to [greatlakesah@gmail.com](mailto:greatlakesah@gmail.com) before 5pm Sept 23, 2022. We thank all applicants for their interest, however only those selected for an interview will be contacted.