

Job Description

Chino Hills Animal Hospital and Pet Resort is looking for a full-time Receptionist. We are searching for an individual who is great with pets and people to join our team. Candidates must have compassion for animals, work well with others, have excellent customer service, and preferably have some type of reception experience. This is a great opportunity for someone who is looking for a long-term career and to grow with the company. Our hospital is a 9-doctor practice, open 7 days a week. Applicants must be available to work weekends and work full-time.

Duties*:

- Greet all clients.
- Customer Service.
- Answer Telephones.
- Assist clients when either checking in or out.
- Schedule appointments and boarding reservations.
- Verify and update client information, pet information and vaccine schedules.
- Monitor front lobby.
- Arrive at scheduled time ready to work.
- Ability to cover shifts if needed.
- Maintain professional attitude at all times.
- Daily checklists.
- Support of practice goals.
- Keeping hospital and pet resort clean inside and outside.
- Create customer accounts through software system.

*Job description may not cover all aspects of your duties.

Requirements:

- 1-year receptionist and veterinary experience (preferred)
- A high school diploma is required
- A desire to be part of a team
- Able to lift 40 pounds
- Stand/be on your feet up to 8 hours
- Work weekends
- Work under pressure

****All employees are required to pass a drug screening prior to starting****

Benefits and Perks:

- Vacation and sick pay
- Generous pet discounts
- 401K
- Health, Vision, and Dental Insurance

Please submit a resume and cover letter.