

Foothills Animal Clinic

Job Title: Customer Service Representative

Clinic Name: Foothills Animal Clinic
Contact Name: Veronica Caro
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Preferred Contact Method: email

Job Title: Customer Service Representative(Receptionist)

Hr. pay/Salary: \$13.00-\$15.00/hr

Hours/Schedule: Full-time

Weekend hours: N/A (may change in the future)

Benefits:

- Paid time off, Health insurance; dental insurance; vision insurance, Retirement benefits or accounts, Bonus incentive, Flexible work schedules, Career and professional development, Employee Assistance Program, Employee Referral Program

Job description:

Reporting into the Practice Manager, the Client Service Representative (CSR), provides an exceptional experience to our clients during every interaction. In addition to continually engaging the client, the CSR performs practice administrative tasks such as record maintenance and appointment tracking. The CSR manages practice reception (visitor and telephone), maintenance of veterinary medical records, accounts maintenance, cash processing, data entry, word processing and mail services. The CSR applies practical knowledge of practice processes and services, the basic rules and regulations governing visitors and animal patient treatment, and veterinary record requirements and terminology to ensure every patient is well-cared for and every client has an exceptional experience

Please apply with the link below:

<https://careers-heartlandvetpartners.icims.com/jobs/2930/client-service-representative-foothills-animal-clinic/job?mode=view>

Miscellaneous:

Veterinary field experience preferred