



2905 West Hwy 6 Hastings, NE 68901
402-463-9805

www.animal-clinic.com
hastings.animalclinic@gmail.com

- Job Description:** Full or part time receptionist
- Training/Experience:** High School Diploma. Must have experience working with the public, i.e. restaurant, retail or service business.
Experience in a veterinary hospital or other medical office is preferred.
- Salary:** Competitive salary and experience based.
- Benefits:** Health insurance. 401k. profit sharing. Paid time off. Holidays
- Environment:** Animal Clinic is a multi-doctor practice focusing on the health and wellness of all types of animals. We strive to offer quality medicine, emphasis of client education, and care and support of our team members and patients. Experience is preferred but not necessary. Candidates must also be prepared to meet challenges and expectations physically and mentally daily. 30-40 hours per week Monday through Friday. Rotate weekends and holidays
- Job Summary:** Receptionist who can work in a team environment to greet clients and pets. Coordinate and perform all aspects of client services in a kind and efficient manner
- Responsibilities:** Job functions and Job Responsibility include:
- Client service
 - Answer telephones and schedule appointments
 - Maintain boarding and computer records
 - Pharmacy and retail sales
 - Maintenance/Housekeeping
 - Financial responsibilities
 - Balance the cash drawer with the computer summary report accurately.
 - Prepare deposit slips and/or cash balancing worksheet for the daily bank deposit as directed
 - Keep cash/checks, etc. secure at all times.
 - Collect deposits and payments for services at the time they are rendered
 - Understanding and scheduling of emergencies.
 - Authority to resolve client service issues within established guidelines.
 - Start invoices for sales and appointments
 - Recommend any needed service, i.e. vaccinations, heartworm testing, etc.
 - Calculate client's invoice and collect payment.
- Knowledge, Skills & abilities:
- Excellent client service skills.
 - Excellent phone skills.



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- Computer skills preferred.
- Must be friendly, outgoing, “people-oriented.”
- Excellent communication skills.
- Ability to work in a team oriented environment.
- Well groomed, organized and detail oriented.
- Ability to take direction and criticism
- Ability to handle money accurately and honestly.
- Must possess sound decision making skills and multi-task while working in an environment of stress.

Physical Requirements:

- Dependable attendance is required.
- Any allergies to animals must be controllable through medication.
- Must be able to lift 40 pounds.
- Must be willing to be flexible with work hours
- This position requires the ability to walk, bend, stand and reach constantly during an 8-hour day.
- Visual acuity sufficient to maintain accurate records, recognizes people, and understands written directions.
- Ability to speak and hear sufficiently to understand, give information in person and over the telephone.
- Fine motor skills adequate for utilizing office equipment such as computers, telephones, copiers, fax machines, etc.

Our mixed animal practice is a family based environment with flexible days off and understanding of child and family emergencies and care. We strive to have a positive environment and are advocates for preventing compassion fatigue and burn out for the veterinary industry.