

Dogwood Park Animal Clinic

6100 Columbia Road Grovetown Georgia

706-541-2911

Lisa info@dogwoodparkclinic.com

Reception Full Time

We are seeking a full time veterinary receptionist.

Hours are Tuesday-Friday 7:30a-5p; as well as 1 Saturday each month from 8-4.

Some cross training as a technician preferred but not required. Willing to train the right individual.

- Knowledge of veterinary clinic procedures and terminologies
- Physical fitness to carryout physical activities
- Passionate about animals
- Ability to relate with customers in a friendly and professional manner
- Excellent phone etiquette
- Good temperament to withstand bad behavior from some animals
- Ability to exercise patience with clients
- Exceptional organizational skills to keep work environment tidy and comfortable, as well as to perform assignments efficiently.

High School Diploma, Experience with Avimark a plus.

Licensure Not Required