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We are looking for a CCS and VAs to add to our awesome team!

Are you outgoing, compassionate and an effective communicator? Do you work well under pressure, enjoy working as part of a team, and helping animals and their owners? If you answered “Yes!” then the position here at 4Paws might be right for you.

4Paws is looking for individuals to join our team of dedicated and empathetic individuals.

Attributes:

- Excellent verbal and written communication skills
- Exceptional customer service skills; an aptitude at providing empathy as well as patience and understanding to our clients during stressful times.
- Ability to work with a variety of typical office equipment and practice software
- Ability to answer a multiline phone system, and manage email correspondence from clients, referring veterinarians & internal office messages.
- Comfortable processing payments, creating estimates, obtaining owner information, gathering medical history data for the Veterinarian.
- Eagerness to learn, coachable.
- Ability to learn medical terminology and veterinary software programs required
- Ability to remain calm in stressful situations and adapt to changing situations
- Ability to work equally effectively with or without supervision
- General housekeeping duties; cleanliness of reception area, pet holding areas and common areas

To inspire long-term, happy employees, we offer a competitive salary and benefits, including:

- Paid vacation and sick days
- Paid “You deserve it” days for personal wellness
- Dental/health insurance
- Annual retention bonus (to part time and full-time employee’s)
- Overnight shifts; monetary premium and monthly draws for gift cards
- Unlimited CE for full-time employees
- Generous staff and pet discounts on products and services
- Access to Animal Care Technology online learning
- Lots of yummy snacks
- Great opportunity to advance in your career

Please inquire or apply by sending your resume to our Practice Manager at careers@4pawsveterinaryhospital.com