

Now Hiring: Veterinary Hospital Receptionist

Are you passionate about animals and enjoy helping people? Join our team at [Hospital Name] as a Veterinary Hospital Receptionist and become an important part of providing exceptional care to pets and their families.

Position: Veterinary Hospital Receptionist

Location: South Burnaby Vet Hospital

Employment Type: Full-Time

What You'll Do:

- Welcome clients and their pets with a friendly and professional attitude
- Answer phone calls, schedule appointments, and respond to inquiries
- Manage patient records and administrative tasks
- Process payments and maintain front desk operations
- Support veterinarians and clinic staff in daily activities
- Create a warm and caring environment for pets and their owners


What We're Looking For:

- Excellent communication and customer service skills
- Strong organizational and multitasking abilities
- Previous reception or veterinary experience is an asset
- Comfortable working in a fast-paced environment
- Compassionate, reliable, and team-oriented attitude
- Basic computer and scheduling software knowledge

Why Join Us?

- Competitive pay
- Supportive and positive work environment
- Employee discounts on veterinary services
- Opportunities for learning and growth
- Work with a team that truly loves animals

If you're enthusiastic, caring, and ready to make a difference, we'd love to hear from you!

 Apply today by sending your resume to: info@southburnabyvethospital.com