



Veterinary Office Receptionist - The Bridge Clinic

Work/Life Balance (4-Day Work Week, NO Nights, NO Weekends)!

(215) 639-3333 | info@thebridgeclinic.org | www.thebridgeclinic.org

Locations: 1 Declaration Drive, Unit D, Bensalem, PA 19020

2275 Bridge Street, Building 209, Philadelphia, PA 19137

Salary: \$15 - \$18 per hour (*based upon experience and skill level*)

To apply: Email resume and cover letter to recruitment@thebridgeclinic.org

Position Summary: The Bridge Clinic is a fast-growing, community-minded organization whose mission is to provide the best veterinary care at low, competitive prices. We are a not for profit institution, connected to Rescue Purrfect, our no-kill shelter.

We serve a vast customer base throughout lower Bucks, Montgomery and Philadelphia counties and parts of New Jersey, including public customers and rescue/shelter partners.

Our front office staff is instrumental as the face of our organization to our community of customers, partners, and Rescue Purrfect residents and fosters.

Position Functions and Responsibilities:

- Answering phones
- Processing payment transactions
- Preparing paperwork for surgeries
- Email correspondence
- Scheduling appointments
- Checking clients in and out
- Other duties as assigned

Experience, Abilities and Qualifications:

- Must be a positive team player who will work collaboratively with Clinic Director, Veterinarians, Technician and other Office Staff to ensure a positive, effective experience for both customer and patient.

- Proper maintenance of medical paperwork, prescriptions, and other functions required
- Candidates ideally would have work experience in veterinary health. Ideally, a candidate would have **one year** of experience.
- Must demonstrate a degree of flexibility in tenuous or difficult circumstances
- Excellent knowledge of client service and communication center operations.
- Strong organizational skills.
- Strong client relations and interpersonal skills.
- Strong and fast computer skills.
- Excellent oral and written communication skills.
- Self-starter and team player.
- Strong client service background is a plus.
- High school diploma required.

Working Conditions:

Veterinary Receptionists will be responsible for alternating standing, sitting and moving for several consecutive hours, bending, and lifting. There is a potential for exposure to rabies. For this reason, up-to-date vaccinations are strongly recommended. There is a potential for exposure to zoonotic diseases; as such, optimal health and cleanliness standards must be kept for both staff and patients.

At Will Employment:

The Bridge Clinic is an at-will employer. Your employment with our organization is voluntary and is subject to termination by you or The Bridge Clinic at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of The Bridge Clinic employees.

Job Types: Full-time, Part-time

Salary: From \$15.00 per hour

Education:

- High school or equivalent (Preferred)

Experience:

- Customer service: 1 year (Required)
- Medical terminology: 1 year (Preferred)
- Computer skills: 1 year (Required)

Language:

- Spanish (preferred)
- English