

Careers: Veterinary Receptionist



Veterinary Receptionists are a crucial member of the team, providing a front of house for the practice.

They are responsible for fielding queries from clients in person, over the phone and via email. They are key to booking appointments, organising the Vets' diary and taking payments.



They also dispense medication's on Vet's request to clients and send appointment reminders. Throughout the day they sign post the Vets to their next appointment, help triage any calls that may come in and keep clients updated. They are also crucial for sending out invoices.



Their key attributes are their communication and organisational skills and, the ability to stay calm.

There are no specific educational requirements for this role. If you are interested in becoming a veterinary receptionist, please have a look at this overview from the College of Animal Welfare: <https://www.caw.ac.uk/careers/veterinary-receponist>

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