

FULL-TIME RECEPTIONIST POSITION AVAILABLE

Lien Animal Clinic is currently seeking a full-time receptionist. Our client-oriented practice emphasizes compassionate care and high quality medicine and surgery. Patients are primarily dogs and cats but we see a growing number of rabbits, small furry mammals, and reptiles. Our doctors rely on the receptionists to answer the phones, schedule appointments, and check in and out clients. At times the position will include showing clients to the exam room and assisting the doctor during out patient appointments. Additional management and administrative duties are available depending upon experience, aptitude, and attitude. This position demands exceptional customer service skills. Good organizational skills and the ability to work as a team with other staff members also required. Basic computer and phone skills are necessary. A good sense of humor and positive outlook on life and the profession preferred.

Like for all hospital positions, the job is physically demanding requiring long hours of constant walking and moving throughout the hospital. Some lifting and carrying of pets and product is required up to 50 lbs.

This position will involve working 4 weekdays and 3 Saturdays per month. While the receptionists are generally scheduled to work 35 to 38 hours per week occasional overtime hours may be necessary.

Salary is somewhat dependent on experience but generally starts at \$11.00/hour. Benefits begin after a 90-day probationary period and include full medical and dental insurance (including well care and prescription drug coverage), paid personal leave (which may be used for vacation or sick days), short and long term disability insurance, life insurance, veterinary care discounts and paid continuing education.

All applicants need to submit a resume and at least 3 references in person at the clinic at 3710 SW Alaska St., Seattle, WA. Faxed or mailed applications will not be accepted. Qualified applicants will be contacted within a few days for an initial job interview. The top candidates for the position will be invited back for several hours of clinic observation, a written exam, and a second interview. Lien Animal Clinic reserves the right to require drug testing of all applicants and employees at any time, and drug testing and a police background check may be required prior to hiring.