



We are seeking a dedicated, enthusiastic, pet loving individual to join our highly qualified team as a full or part time Client Service Representative.

Our practice is a well-established, full-service, small animal hospital that focuses on “Standards of Care” and comprehensive medical, surgical, and dental care that a pet may need. To join our dynamic and compassionate team our ideal candidate will have strong communication skills and will be very team orientated.

We are currently looking for: Full or Part Time Client Service Representative.

Candidate will be expected to perform the following functions:

- Accurately interact and communicate with clients in multiple forms including via phone, email, text, and face-to-face. Input data into computer software system.
- Regular attendance and timeliness are an essential function in order to fulfill the requirements of this position.
 - Strong communication and client service skills. Considerable tact is required. Ability to work with clients and patients in a professional, friendly, hospitable manner.
- Work well with all team members and ensure that your actions support the hospital, the doctors, and the practice philosophy.
 - Perform general physical activities that require bending, standing, stooping, moving from room to room, sit, talk, and listen; may be required to walk or stand for long periods of time; will use hands to manipulate, handle, or feel; will reach with hands and arms.
 - Various cleaning including mopping, sweeping, vacuuming.
 - Lift, carry, and handle dogs weighing 50 lbs.

Our generous benefit package includes:

- Continuing Education
 - Health Insurance
 - Paid time off
 - IRA
 - Pet Insurance
 - Plus, additional benefits

A background check will be required of the successful candidate, along with a pre-employment drug test. Please visit us at www.boonevet.net