



Veterinary Receptionist / Client Service Representative (CSR) | AAHA Practice/Fear Free Staff | Oklahoma City

Lakeview Pet Hospital is seeking to hire a Full-Time Veterinary Receptionist / Client Service Representative to join our team at our thriving and expanding practice in Oklahoma City, OK.

"Your Family is Our Family" Our CULTURE is what sets Lakeview Pet Hospital apart, both for our staff and our clients. We are a family-owned business with high emphasis on honesty and integrity. We take a personal interest in each of our team members and want someone that is as passionate about patient care as we are. Lakeview Pet Hospital is a well-established and full-service AAHA clinic and busy practice in NW Oklahoma City. Our clinic has already had record growth in 2019 and we are excited to launch massive expansion plans in the very near future! We'd love to find the right person to join our team and be a part of our journey. We specialize in companion animal medicine, and offer services including preventative care/vaccinations, diagnostics, surgery (soft tissue and orthopedic), dentistry, boarding and grooming. Our clinic utilizes modern technology to practice best medicine including: IDEXX digital x-ray, IDEXX full in-house labs, dental x-ray and interactive technology for exam rooms.

We are seeking to hire a Full-Time **Veterinary Receptionist / Client Service Representative**. Ideal candidates would have two or more years of customer service experience, love working with people (and pets too!), and have a willingness to learn. Previous experience in the veterinary, medical or hotel industries is a bonus, but not required. We desire someone who excels at communication, can receive feedback and has situational awareness skills. Must be able to maintain calm under pressure, and capable of handling and diffusing emotional situations. A drive to continually improve their knowledge and skill set is a must, as we constantly want to enhance the veterinary experience for our clients and our patients. As an AAHA clinic, we are proud to practice exceptional veterinary medicine and want someone who values best medicine for our patients. Lakeview has an amazing and very loyal clientele so we need someone who instills animal and human compassion, and has long-term employment in mind. We highly value our Lakeview team and want to hire someone who shares our value of family and team mentality. Our clinic is fast-paced and growing, so flexibility is a must, but we are also family-friendly and place emphasis on work-life balance for our team members. Lakeview Pet Hospital is an environment where our team knows our "why," and our team confidence is paramount. We work efficiently together and have a fun atmosphere so a sense of humor is needed! If you are a person looking to join an amazing team and perform rewarding work...look no further!

Hours of Operation are M-F: 7:30AM-6PM, Sat: 8AM-1PM

Benefits:

- Competitive Pay (Negotiable on experience)
- Paid time off
- 401K/Retirement matching
- Flexible Schedule (Saturday rotation)
- Company uniforms
- Discounted food & services
- Awesome work team!

Why choose us? Here's why our employees love working here: work family, respectful culture, work-life balance, learning environment, relationships (peer & boss), high-standards/relaxed atmosphere, striving to grow together, supportive team, hands-on training, education opportunities & amazing clients...want to know more, call at 405-848-2483 or visit www.lakeviewpethospital.com to learn more about us. If you are interested in becoming a part of our fun and energetic veterinary team, please visit our website for hiring information: <https://lakeviewpethospital.com/join-our-team/>.

We'd love to meet you! Apply in person at 6500 N. Meridian Ave, Oklahoma City, OK 73116, or send application and resumes to the e-mail listed.