

RECEPTIONIST, PARK EQUINE HOSPITAL

Park Equine Hospital located at 5455 Lexington Road, Lexington, KY 40511 has an open position for a receptionist beginning on April 1st, 2023. This is a Monday – Friday, 9am – 5pm, full-time position.

Responsibilities will include answering all phone calls that come into the clinic each day, taking payments over the phone, filing and organizing medical charts and farm tickets, assisting veterinarians and their assistants with reports or forms, checking emails, minor cleaning around the office, and other clerical tasks as needed.

The ideal candidate would need to be friendly, outgoing, organized, detail oriented, a highly motivated self-starter, familiar with horses and medical terms, experience in the veterinary field, as a veterinary technician or assistant is a plus, must be able to multi-task efficiently, must be familiar with computers and Office software, experience with Impromed Equine (formerly Triple Crown) billing software is a plus, and must be able to balance a busy work environment.

Benefits include competitive pay (will vary depending on experience) with paid holidays (if they fall during your work week), PTO (paid time off) after 6 months of employment, health insurance available after 60 days of employment, dental, vision, life, and disability insurance available after 90 days of employment, and retirement benefits also available.

To apply please email your resume to Amber Crowe, LVT, Practice Manager, at acrowe@parkequinehospital.com. NO PHONE CALLS PLEASE!