

## **Rood & Riddle Equine Hospital Receptionist**

Rood and Riddle Equine is seeking a full-time receptionist. This position will be Monday – Friday, 8am to 4:30pm, with some weekends and nights required. This is a fast-paced environment that will require the ability to multi-task.

### **REQUIREMENTS:**

#### **Equine Medical Terminology**

**At least one year of prior experience with horses, other than your own, is required for this position.**

#### **Proficient in Microsoft Excel**

Job responsibilities include, but are not limited to:

Greeting clients, scheduling, answering multi-line phones, checking in appointments upon arrival, coordinating arrivals/departures, advising on emergency intakes, collecting client payments, sending receipts, finding invoices, setting up new accounts and data entry.