

Rood and Riddle Equine Hospital is now hiring for a full-time receptionist/client relations position. We are looking for a positive and outgoing team member to join our admission's office. Job responsibilities include, but are not limited to: greeting clients, answering phones, checking in appointments upon arrival, collecting client payments and other responsibilities as necessary. Team member should be flexible to help in other areas of the admin offices as needed as well. Must possess the ability to juggle multiple tasks easily and effectively.

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

Excel knowledge is preferred.

Will learn the billing/scheduling software upon hire