

## NOW HIRING A RECEPTIONIST

Animal Alliance, a high-volume spay/neuter and wellness clinic, is looking for a receptionist to join our team. This is a full-time position. This position is responsible for answering multiple phone lines, booking appointments with our veterinary software, greeting clients, processing payments, and ensuring that the hospital's reception area is clean and presentable at all times.

The ideal candidate will be professional, have a positive attitude, excellent communication skills, and exceptional customer service skills. They must also excel in a multitasking environment and have a strong work ethic. Our staff is compassionate and committed to providing the best patient care and client service possible.

Send resumes to [aagcclinicmgr@yahoo.com](mailto:aagcclinicmgr@yahoo.com)