



## Receptionist/Veterinary Assistant

### North Hill Animal Hospital

Bolton, ON

We have a fantastic career opportunity at **North Hill Animal Hospital!** We are looking for an experienced and dynamic Receptionist/Veterinary Assistant for a position at our hospital. The role will be split between Reception and assisting our Veterinary Team. **We are a busy 3 Veterinarian, 13 staff veterinary practice.** This is a perfect opportunity to work in a challenging yet supportive environment where learning and development opportunities are endless.

### Job Responsibilities

#### Veterinary Assistant

- Working alongside our technicians to care for patients
- Maintaining the cleanliness of the hospital
- Communicate with clients
- Autoclaving and preparing surgical packs

#### Receptionist

- Provide excellent customer care
- Answer phones, emails and respond to client needs
- Maintain and update client records in our practice management software
- Assist with patient care, when needed

### Job Requirements:

As our ideal candidate, you will:

- Be comfortable handling animals
- Have prior experience assisting with medical procedures, administering medication and client care
- Have excellent communication skills
- Have the ability to learn medical terminology
- Be comfortable working under pressure, while keeping calm
- Have a sense of good judgment
- Be proactive and take initiatives to work effectively without supervision
- Be able to prioritize your workload
- Be flexible to work evenings/weekends
- Bona Fida requirement: Able to lift 50 pounds

We offer competitive compensation, outstanding medical and pet supply discounts and an exciting work environment! Do not miss out on this opportunity. We look forward to hearing from you!

Job Type: Full-time, Permanent