

Brookfield Veterinary Hospital, in Redmond, WA, is seeking a veterinary receptionist to join our growing practice!

Brookfield Veterinary Hospital is a busy AAHA accredited facility that has been providing the highest quality veterinary care for the Redmond community since 1999. We are a 5 doctor hospital with a dynamic support team. Our highly trained and dedicated team works together to serve our small animal clientele through our progressive approach to medicine and our utilization of the latest veterinary medical technology.

Our hospital provides basic wellness checks, in-house diagnostic services, routine procedures, dental services, and senior pet care. It is also important to us to partner with the community that we aim to serve by providing free exams for pets adopted from local shelters and providing service donations to local charities for benefit auctions.

Our doctors practice progressive medicine. Benefits include: sick/vacation time, pet benefits and more!

Our veterinary receptionists are the face of the hospital and take pride in providing excellent customer service to our clients and patients. Our team works diligently to provide compassionate, individualized care for each of our patients. Typical duties include: acting as a liaison between clients and hospital staff to ensure that client and patient needs are met, keeping accurate client and patient records using practice management software (AviMark), answering and triaging phone calls, scheduling appointments and collecting, processing and reconciling payments. Written and verbal communication are two important skill sets that candidate must possess. We are looking for a candidate with a positive attitude who is willing to jump in and help the team. Our ideal candidate can multi-task in a fast-paced environment. Previous veterinary experience is preferred, however, we are willing to train the right candidate.

About the Hospital:

Recently remodeled in 2013, our 6000 square foot facility comes equipped with a warm and welcoming reception area, 5 exam rooms, a dental suite, a surgical suite, and a recovery suite. Some of our other fun tools include:

- Digital Radiographs
- Digital Dental Radiographs
- Ultrasound
- Complete In-House Laboratory and an Outside Reference Lab with results available in 24 hours
- Gas anesthesia (sevoflurane)

For more information, visit our website at: www.redmondvet.com

About Redmond, WA:

Redmond Washington rests just 20 miles east of downtown Seattle at the north end of Lake Sammamish. The city prides itself for its high quality of life with good schools, a healthy economic base, a parks system that provides a variety of active and passive recreational opportunities, diverse offerings for shopping and dining, safe neighborhoods, and an emphasis on quality development and protection of the natural environment.

Job Types: Full-time, Part-time