



# MILLER & ASSOCIATES

## RECEPTIONIST

Miller & Associates is a premier ambulatory veterinary practice specializing in equine sports medicine. We are deeply committed to delivering exceptional veterinary care for your horse, whether at home or on the road. Our practice boasts a team of industry-leading veterinarians and dedicated staff who offer clients access to cutting-edge technology, advanced diagnostic tools, and innovative treatment options.

Headquartered in Brewster, NY, we operate satellite locations in both Hampton Bays, NY and Wellington, FL. We are seeking a positive, organized and multi-faceted individual for the front desk receptionist role at our Brewster, NY headquarters. While receptionist duties primarily consist of answering phones and providing an exceptional client experience, this role also consists of involvement in other areas of the practice.

### **Key Responsibilities:**

- Manage multiple phone lines and triage client requests during office hours
- Greet clients and visitors
- Process mail and packages
- Updating client files as needed
- Triage of practice-wide email inboxes
- Process & post client payments daily

### **Qualifications:**

Eligible candidates for this role must be familiar with horses, dynamic, and self-motivated. This role is essential to the success of our practice and heavily involves client communication both on the phone and in person. The ideal candidate has a professional and easygoing nature that can handle multi-tasking and organizing with ease.

**Role Requirements:** This position requires a full-time commitment of Monday through Friday, 8:30 AM – 5 PM. This position is not eligible for remote work.

**Compensation & Benefits:** The hourly range for this position is \$18 - \$22 per hour. Compensation is commensurate with experience and prior qualifications.

Additional benefits will include the following: company sponsored entry level health benefits, including longterm disability, dental & vision (options to buy up into higher levels of coverage are available), paid time off and 401K options upon hire.

### **To Apply:**

Please send resume to [info@miller-dvm.com](mailto:info@miller-dvm.com)

*Miller & Associates ensures equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.*