

Join Our Team as a Veterinary Receptionist at a Feline-Only Practice

Fayetteville, AR All Cats Clinic

Do you love cats and excel at creating a welcoming, organized environment? All Cats Clinic, Fayetteville's only feline-exclusive veterinary practice, is looking for a **Veterinary Receptionist** to join our friendly, dedicated team.

Why You'll Love Working With Us

- **Cat-Only Focus** We're passionate about providing the highest standard of care for our feline patients.
- **Supportive Team Culture** Work alongside a collaborative, upbeat group that values your skills and contributions.
- **Modern, Progressive Practice** Enjoy working in a state-of-the-art facility designed with cats' comfort in mind.

What You'll Do

- Warmly greet clients and their cats, ensuring every visit starts on a positive note.
- Schedule appointments, surgeries, and procedures with accuracy.
- Send appointment reminders two days in advance.
- Manage voicemails, triage calls, emails, and texts for technicians and the DVM.
- Maintain accurate patient records and handle client questions professionally.
- Assist veterinary staff with occasional tasks as needed.
- Keep the reception area tidy and welcoming.
- Process payments, billing, and invoicing.
- Participate in continuing education and other duties as assigned.

What We're Looking For

- Veterinary reception or customer service experience preferred (minimum 1 year veterinary experience is a plus but not required).
- Excellent communication both written and verbal.
- Strong multitasking and organizational skills.
- Friendly, compassionate, and team-oriented personality.
- Basic computer skills; experience with veterinary software is a bonus.

Perks & Benefits

- \$14.50-\$16.50/hour based on experience.
- Continuing education opportunities.

- Aflac coverage options.
- Positive, supportive work environment.

If you're passionate about feline care and want to be part of a clinic where your work truly matters, we'd love to meet you!

Apply today by sending your resume and a brief cover letter explaining why you'd be a great fit for All Cats Clinic.