



Veterinary Specialists of Sydney

Phone: (02) 8376 8767

106 Parraweena Rd, Miranda, NSW 2228

www.VSOS.com.au

ABN:16 628 288 595

Veterinary Receptionist

We have an exciting opportunity for a full-time experienced Veterinary Receptionist to join our rapidly growing 24hr hospital and close-knit reception team. At Veterinary Specialists of Sydney (VSOS) everything we do is based upon the belief in our team. This belief centres on treating our staff, clients, and suppliers as part of our VSOS family and strive to deliver the best outcomes every single time. If your wish is to join a family-like culture, then please reach out to us.

To be successful as a Receptionist you should be upbeat and friendly, have an interest in building relationships with clients and referring clinics, be able to multitask and have great organizational skills, exceptional communication skills and high standard of care to all clients. Ultimately, you will be the first point of contact for clients and must ensure the clients are welcomed positively, that you remain calm and execute all administrative tasks to the highest standards.

About us:

We provide hybrid specialist service and have a state-of-the-art 24hr emergency and specialist hospital as well as a very busy mobile medicine service. The Advanced Treatment Centre (ATC) has a brand-new imaging equipment, including human grade MRI and CT offering the latest advanced technology. We have a dedicated team of over 70 key personnel caring for our clients and giving their undivided attention to every patient.

The ideal candidate will have an open mind, be adaptable, willing to learn, be a team-player and have great communication skills. We love to work as a team and bounce ideas off one-another; sharing of knowledge, technique, and experience with each other is vital.

The benefits:

An attractive remuneration package will be offered to the right candidate, commensurate with experience. We value a great work life balance and flexibility!

Please visit www.VSOS.com.au. For consideration please email your CV and cover letter to Juliet at HR@vsos.com.au or feel free call [02 8376 8767](tel:0283768767) for an informal chat.

