



TORONTO

ANIMAL HEALTH PARTNERS

EMERGENCY AND SPECIALTY HOSPITAL

The ***Toronto Animal Health Partners Emergency and Specialty Hospital (AHP)*** is seeking applications for full-time Receptionist. We are seeking candidates with: Exemplary Customer Service Skills

•Excellent Written and Verbal Communication Skills •Strong attention to detail •Exceptional organization skills •Thrives in a fast-paced Environment. • Takes Initiative and accepts Accountability.

Responsibilities include scheduling appointments, answering the telephone, setting up new clients and patients, preparation and maintenance of medical records, admitting and discharging patients, mailings, computer operation, financial transactions, filing, and front office and reception area maintenance. Shift hours may vary (morning, afternoon, evenings or weekends)

Experience:

• Customer Service: 1-3 year (Required) • Medical Office Diploma would be an asset.

AHP's mandate is to increase the quality of care for companion animals through knowledge transfer among and between human and veterinary clinicians, together creating leading patient care outcomes. We will adopt a team-based approach to offer compassionate treatment, offering novel protocols and therapeutics. We have established a joint comparative oncology program which will encompass radiology, radiation, surgery and pathology.

AHP is centrally located just South-East of the junction of the 401/404/DVP, all areas of the City are within quick access.

If you are interested in this opportunity, please contact:

Lori Ponte

HR and Office Manager

Animal Health Partners

Toronto Animal Health Partners Emergency and Specialty Hospital

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www.animalhealthpartners.com