



## Resort Receptionist Job Description

Are you a fun, charismatic individual who is looking to work with a lively team of animal lovers? Noah's Ark Veterinary & Boarding Resort is a privately owned facility nestled between Baltimore and Annapolis in Millersville, MD, currently looking to add a kennel technician to our team

### Requirements and Responsibilities:

- High school diploma or equivalent
- Friendly, professional, honest and reliable
- Strong written and verbal communication skills
- Able to work cooperatively as a team and maintain our positive environment
- Amenable to a flexible work schedule, weekends required, some holidays required
- Maintain a clean and presentable work environment
- Receive incoming calls and provide information about our services,
- Schedule appointments, obtaining all the necessary data concerning the pet and owner.
- Perform a variety of clerical duties, receiving, sorting, distributing mail, sending out mailings, cleaning, organizing reception area, type memos, correspondence, reports and other documents. Assist in the ordering, receiving, stocking and distribution of supplies.
- Check clients in and greet clients in a professional, friendly, hospitable manner.
- Process financial transactions upon client checkout
- Maintain a cash drawer and balance correctly at end of shift

### Compensation:

- paid time off
- employer-matched 401k
- employer-sponsored life, AD&D & long-term disability policies
- employee paid health, dental insurance
- vendor discount programs
- excellent pet discounts