

Langford Veterinary Services

Job Description

Job Title:	Receptionist
Reports To:	Front of House Manager

Job Purpose:

The post holder will be expected to provide first class customer service and provide secretarial, administrative support to Langford Vets staff and clinicians within the Small Animal Referral Hospital and Equine Centre.

The post holder will also be responsible for the smooth and efficient administration of the Small Animal Hospital and Equine Centre reception areas and its procedures in support of the clinical activities. They will ensure that excellent lines of communication are fostered between referring veterinary surgeons, clients, pet owners, Langford Vets and University staff whilst maintaining a professional, friendly and welcoming persona.

Principal Accountabilities: These lists are not exhaustive but include the main tasks.

To ensure a friendly and welcoming environment for all our clients and effective and smooth running of all the services. Some of the tasks will include:

Front of house reception work

- To meet and greet clients, visitors, students, delivery drivers etc who come to the referral hospital and equine centre.
- To ensure that the reception and waiting room area is maintained in a clean and tidy state, that all magazines are current, the video monitor is on for viewing and that the coffee machine is adequately stocked and cleaned out daily.
- To book in appointments as requested including revisits.
- To take payments and assist clients with insurance form completions.
- To liaise clearly and appropriately with clinicians regarding their clients or visitors.
- To ensure that the appointment diary is kept up to date.
- To ensure that all client information is correct.
- To deal with any problems that arise for all visitors into the reception area.
- To be responsible for the daily cash reconciliation, and secure safekeeping of all monies

Telephone answering.

- To receive calls in a pleasant and friendly manner, to deal with each request or redirect where appropriate.
- To take advice calls and forward to the relevant clinician or to take a message and ensure that the request is actioned.

- To take requests for appointments and book as necessary ensuring that each client then receives a welcome pack and that referring veterinary surgeons are informed of the appointment time.
- To contact referring veterinary surgeons and clients are requested.
- To handle a wide range of queries and action as appropriate.

Administrative tasks.

- To manage and maintain the x-ray referral service ensuring that requests are dealt with appropriately and to send out reports within 24 hrs.
- To type up all referral letters, discharge sheets etc as appropriate ensuring that spelling and grammar are correct.
- To monitor the e fax and deal with requests as appropriate.
- To scan documents onto RX works. (hospital computer system)
- To maintain the equipment within the area (photocopier, fax machine, printer and scanners)
- To order stationery and other relevant items as requested.
- To ensure the website for the SAH, Equine Centre and other Langford services is current and holds the correct information.
- To liaise with clients about returning ashes of deceased pets.
- To maintain hospital filing system ensuring paper records are correctly filed and can then be located quickly and easily by staff, as needed.
- To occasionally assist with the preparation and production of documents, including clinical veterinary reports to be sent to referring veterinary practices, prepared from handwritten instructions and audio tape. These are essential to the running of the Veterinary Clinics within the Small Animal Hospital and Equine Centre requiring knowledge of veterinary medical terminology and formulae.

All staff will be expected to undertake such other appropriate tasks as may be assigned from time to time

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively.

Criteria	Essential	Desirable
<p>Relevant experience, Skills and Knowledge</p> <ul style="list-style-type: none"> • Excellent organisational skills • Good numerical and literacy skills • Minimum of 3 years' experience in a customer focused role • Previous experience in a veterinary environment • Advanced word processing skills, including the use of Microsoft Word 	<p>Yes Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p>
<p>Relevant Qualifications</p> <ul style="list-style-type: none"> • Education to a good GCSE level or equivalent to include English and preferably maths • RSA or Pitman's Advanced Typewriting or Word Processing formal qualification • Relevant training as a telephonist or receptionists 	<p>Yes</p> <p>Yes</p>	<p>Yes</p>
<p>Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • Team player • Excellent communication skills • Excellent customer interaction, both verbally and in person • Able to show empathy 	<p>Yes Yes Yes</p> <p>Yes</p>	
<p>Additional Criteria</p> <ul style="list-style-type: none"> • Be available to cover reception between 08:00 and 19:00 weekdays and 08.00 and 13.00 Saturdays. • To have the flexibility to provide emergency cover on occasions. 	<p>Yes</p> <p>Yes</p>	