

HPTC Job Board Employer Job Form

Please complete this job description form in its entirety. Your submission will be reviewed and posted for a period of 30 days unless you request a specific time period. If you have questions please contact Katie Shirley at kshirley@hptc.edu.

Your Name (First and Last) Kellie Taylor

Your Email (for questions about your job listing) kellie-taylor@sbcglobal.net

Posting start and end dates: _____

Name of Company: Tri-State Veterinary Hospital

Position to be posted: Receptionist / Veterinary Assistant

Primary Function: Answering phone, greeting clients, making appointments, checking patients in/out, filling prescriptions & ^{some} Animal Handling

Required skills: greet customers with kindness & smile, arrive to work

on-time, dependable, computer skills, phone skills, comfortable holding/interacting with animals

Hours: 8:00-5:30 looking for part or full time help

Salary range: 10-12 per hour

Application process / Contact Information:

Drop Resume off @ 928 Martin Rd.

Call Kellie @ 254-4950 for any questions

Additional notes or comments:

Serious Applicants only. Very fast paced and sometimes hectic environment. Must be able to multi-task.

After completing and saving the form, return to

kshirley@hptc.edu or fax to 580-571-6006.