



“Compassionate 24-hour emergency & specialty vet care for your best friend! Family owned & operated since 1980.”

Animal Emergency & Specialty
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Kirkland, WA 98034

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www.aesvets.com

Veterinary Receptionist/Assistant

Earn \$37 - \$55K + Benefits Working 3 Shifts Per Week!

- World-class medicine in a friendly, family-owned practice
- Genuine work-life balance with opportunities for growth and leadership
- \$18 - \$26 per hour + profit sharing + shift differentials + benefits + time off

Make a meaningful difference in pets' and people's lives by joining a team of talented and compassionate veterinary professionals focused on providing progressive patient care and exceptional client service in a positive and collaborative work environment.

About AES

AES is a non-corporate, boutique specialty veterinary hospital located in scenic and pet-friendly Kirkland, WA. We provide compassionate and personalized patient care around the clock in our beautiful, state-of-the-art facility. Having served the Eastside for forty years, we are honored to partner with over one hundred referring clinics and support numerous community and rescue organizations. Check out what clients are saying about us on *Facebook* and *Yelp*!

Our team of experienced, personable veterinarians and staff are passionate about emergency medicine, critical care, urgent care, and surgery. Additional Receptionists/Assistants are needed to accommodate our growing and varied caseload.

Veterinary Receptionists/Assistants at AES

Friendly, knowledgeable, and helpful Receptionists/Assistants are vital to the success of our hospital. They are often the first and last team members with whom clients interact. They communicate courteously and effectively with clients and team members, both verbally and in writing. They serve as liaisons between our clients and medical staff. They ensure that our patients are kept comfortable; clients stay informed; and the hospital remains clean, stocked, and organized. They are multitasking wizards, anticipating and managing the needs of both people and pets. If you thrive in a fast-paced environment, pride yourself on going above and beyond for others, work well independently and collaboratively, plus enjoy conquering new challenges daily, you are encouraged to apply!

Requirements

- Excellent client service skills
- Passion for pets and veterinary medicine
- Proficient at using Windows-based applications and managing multi-phone lines
- Ability to analyze, prioritize, and multitask in a fast-paced environment
- Outstanding communication skills and extreme attention to detail
- Demonstrate empathy, tact, and compassion
- Friendly, positive, and professional demeanor with a "can-do" attitude
- Integrity, trustworthiness, honesty
- Receptive to constructive criticism
- Reliable transportation to/from Kirkland
- College degree preferred

Compensation & Benefits

AES offers industry-leading compensation and benefits packages, including:

- Competitive hourly rate with shift completion bonuses;
- Quarterly profit-sharing;
- Paid time off, meal periods, and breaks;
- Employer-matched retirement account;
- Health, vision, dental, and hearing insurance with a low deductible;
- Flexible scheduling (three or four-day workweek with consecutive days off available);
- Licensing, continuing education, membership, and FIGS uniform allowances;
- Pet-care discounts; and more!

Available Shifts

Receptionists

- ER Day: 6:30 am - 3 pm
- ER Swing: 3 pm - 11 pm
- Urgent Care: 8 am - 6 pm

Assistants

- ER Day: 7 am - 7 pm; 10 am - 7 pm
- ER Swing: 12 pm - 12 am; 3 pm - 12 am
- ER Overnight: 7 pm - 7 am
- Urgent Care: 9 am - 7 pm

Join Us!

To apply, please email your cover letter and resume to Hospital Administrator Kathie O'Hanlon at kathie@aesvets.com. No phone calls, please. AES is an Equal Opportunity Employer. We look forward to hearing from you!