

**Eye Care for Animals Pasadena is now hiring a Customer Service Representative to join their INCREDIBLE team!**

**Our Ideal candidate:**

- has strong communication skills
- possess exceptional customer service skills
- is a team player
- **has a minimum of 2 years veterinary front desk experience**

**Why work at Pasadena Eye Care for Animals?**

Pasadena Eye Care for Animals is an exciting veterinary ophthalmology practice. We have a large clientele that we strive to meet or exceed their expectations. We foster a team atmosphere and we would like a positive, hard working Customer Service Representative to the team.

We promote an emotionally intelligent work environment and a positive work/life balance. We invest heavily in our employees with many opportunities for growth and development!

**We offer outstanding benefits including medical, dental, vision, and life insurance, paid time off, 401K, continuing education, generous pet discounts and much more!**

**Job Summary:**

The Customer Service Representative is responsible for providing office support including greeting clients and patients, appointment scheduling, preparing medical records, answering and directing incoming phone calls, presenting and processing financial options, and processing and balancing financial payments. Strong customer service skills are crucial as the Customer Service Representative is the initial contact for customers.

This position is full time, Monday through Friday, and some Saturdays.

Passionate about pets and providing exemplary customer service? Come join us!

<http://www.eyecareforanimals.com/location/pasadena-practice/>

**Apply today! We look forward to hearing from you!**

Apply Here: <https://www.click2apply.net/qq1Y7wf1kk8ZCMXdsxGBk>

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