



\$1,500 SIGN ON BONUS!!

[Eye Care for Animals Culver City](#)

is now hiring a Customer Service Representative to join their INCREDIBLE team!

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 Culver City Eye Care for Animals?

Culver City Eye Care for Animals is a fast-paced and 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, hardworking 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, continuing education, generous pet discounts and much more!

Job Summary:

Provide general office support for the veterinary practice. The Customer Service Representative or Client Care Representative (CCR) is responsible for a variety of clerical tasks including greeting clients/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 CCR is the initial contact for customers.

This position is full time, Monday through Friday with occasional Saturday shifts.

Passionate about pets and providing exemplary customer service, then come join us!

Apply today! We look forward to hearing from you!

Apply Here: <http://www.Click2Apply.net/tb7j7pcbvnct8ybj>