

Fethard Equine Hospital

We are a large busy Equine Hospital based in South Tipperary looking to hire an experienced Receptionist. This is a Monday to Friday day role.

Responsibilities will include:

- The smooth running of the reception area.
- Greeting of all visitors and checking them in and out.
- Managing surgeons' daily diaries.
- Answering all calls in a professional manner.
- Sorting post (incoming and outgoing along with items for couriers).
- Sort & distribute all emails to the appropriate people.
- Assisting in Accounts Department with the processing of Invoices.
- Handling cash, card and cheque payments.
- Any other duties reasonably requested.
- Other ad-hoc tasks.

The Ideal candidate will:

Hold a qualification in Administration or similar.

- Must be highly professional and well presented at all times.
- 2- 3 years' experience in a Reception role a distinct advantage.
- Have a strong ability to multitask in a people facing environment.
- Equine or veterinary background preferable.

Please send your CV with Cover Letter to: surgery@obyrneandhalley.ie