



We are a large busy Equine Hospital based in South Tipperary looking to hire an experienced Receptionist. This is a day role, Monday to Friday 10-6 pm. You will be our head receptionist situated at the front desk and assisted by a 2nd receptionist 4 afternoons per week.

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.
- Receive/Reply & distribute all emails to the appropriate people.
- Assisting the Accounts Department with the processing of invoices.
- Handling cash, card, and cheque payments.
- Sorting post (incoming and outgoing along with items for couriers).
- Medical note-taking when required (No experience needed).
- Any other duties reasonably requested.
- Other ad-hoc tasks.

The Ideal candidate will:

- Hold a qualification in administration.
- Must be highly professional and well presented at all times.
- 2- 3 years' experience in a similar reception role a distinct advantage.
- Have a strong ability to multitask in a people facing environment.
- An Equine or veterinary/veterinary nurse background.

Salary:

Competitive. Based on experience.

If you are interested in this role please email Carrie Sweeney at carrie@obyrneandhalley.ie or call 052 6130795