

# GAGE ANIMAL HOSPITAL



4000 SW 12<sup>th</sup> Street • Topeka, KS 66604 • 785-272-8876 • [www.gageanimalhospital.com](http://www.gageanimalhospital.com)

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## STUDENT RECEPTIONIST Part-Time

Gage Animal Hospital provides paid internships, on the job training, and mentorships for undergraduate students, new graduates, and graduate students on a rotating basis.

**Responsibilities include:** answering multiple phone lines; scheduling appointments; preparing and maintaining medical charts and other hospital records; directing flow of clients/patients through appointments; directing hospital admission/release of patients; computing and maintaining individual billing records; collecting payments; handling cash, check, and credit card charges; balancing financial stations at end of day and preparing deposit; maintaining friendly, safe, sanitary and orderly reception area through client conversation and appropriate animal control.

**Qualifications:** Completion of at least sophomore year of college, pursuing a degree in Business or Hospital Administration, with an overall GPA of 3.5 or higher. Successful applicant will possess excellent customer relations skills, computer proficiency, extreme accuracy, and perfect grammar. Work hours are flexible with coursework throughout work week. Must be able to work two Saturdays/month. Must love animals and be comfortable working in close proximity to them.

Pay commensurate with experience, starting at \$13/hour.