



Receptionist (Veterinary)

Casual or Permanent Part-time – approximately 15 Hours per week
Monday – Thursday 4pm to 7pm
Friday - 3.30pm to 6.30pm

Brighton Veterinary Hospital is currently looking for a Part-time Receptionist to join our growing team.

The role is required to assist our Veterinary Nurses on the busy afternoon shift with managing the reception desk. Duties include greeting clients and their pets, answering phone calls, booking appointments, taking payments and assisting the Vet Nurses as required.

The role requires strong PC skills, and experience working in a busy professional services environment is critical. Veterinary experience is highly regarded but is not essential. If you love animals, are enthusiastic, have a great attitude and value teamwork, we would love to hear from you.

Applications should be forwarded to Recruitment@Brightonvethospital.com.au

About Us

We have a positive and supportive work culture who have repeatedly demonstrated their emphatic support for each other in these challenging times. We are committed to ensuring staff enjoy a great work-life balance and feel valued and part of the family. Brighton Veterinary Hospital is an accredited and purpose-built veterinary hospital. The practice consists of three consulting rooms (soon to be four), two triage/surgery tables, a dedicated surgery, and a radiology suite. We are a busy clinic that has experienced significant growth in the past few years. We have exciting plans for the future and would love for the right person to be a part of our future.