

Customer Service Representative

Manhattan Cat Specialists is seeking a friendly and dedicated individual to act as a full-time Client Service Representative. We are a high quality, multi-doctor, full-service, cat exclusive animal hospital. This position requires a Saturday or Sunday work day.

This position is responsible for managing heavy phone volume, booking appointments, greeting clients, processing payments, and ensuring that the reception area of the hospital is clean and presentable at all times.

Candidates must have a very flexible schedule and excellent skills in the following areas: client service, communication, and multi-tasking. We are looking for someone with a great attitude, outgoing personality, a high level of computer proficiency and exceptional telephone communication ability. Most importantly, applicants must enjoy working as part of a team. Priority will be given to applicants with experience working in a veterinary hospital.

We reward our employees with a great hourly rate, career growth potential, training and more.

If you are interested in joining our team please contact Charlie or Lois at manhattancats@gmail.com or call our hospital (212) 721-2287.