

# FRONT OFFICE / RECEPTION DESK COORDINATORS (MULTI - TASKING JOB)



At Crown Pet Hospital, we believe both effective communication and quality work are of paramount importance. We are looking for vibrant and dedicated school leavers, who wants to grow their future dreams with a newly established high-end veterinary hospital in Colombo 07.

## Key Responsibilities

- Coordination of patient appointments in a fully computerized software.
- Greet clients and set a positive hospital environment.
- Answer the phone, take messages, and redirect clients to relevant sections.
- Looking after cats, dispensing pet food, pharmacy items and pet accessories.
- Knowledge in Social Media Marketing / Stocks Handling / HR will be an added advantage.

## Requirements

- School leavers are encouraged to apply. (preferably math and bio streams)
- Must be animal lovers / preferably a male candidate.
- Good Public Relation skills.
- English and Sinhala is a must / Knowledge of Tamil is an advantage.
- Good communication skills with empathy to sick pets and stressed out clients;
- Dedicated & energetic person with good team working skills.
- Should be able to stay in the accommodation provided.

**A full training on the computer system, pharmacy items and cashier work will be given**

An attractive remuneration along with a rewarding career awaits the right candidates.

Interested applicants may forward their CV inclusive 2 non-related referees, to [hr.crownpet@gmail.com](mailto:hr.crownpet@gmail.com) Please mention the position applied for, as the subject of your mail. Only shortlisted candidates will be contacted.