



MILLER & ASSOCIATES

Receptionist-Brewster, NY

Miller & Associates is seeking a highly organized, personable, and energetic candidate for a full-time receptionist position. This position is based out of our Brewster, NY location.

JOB REQUIREMENTS:

Primary responsibilities include managing multiple phone lines and executing client administrative requests.

Additional administrative duties will include assisting across multiple departments, including accounts receivable, pharmacy, and laboratory.

DUTIES & QUALIFICATIONS:

The ideal candidate excels in a team environment and brings a positive, workmanlike attitude along with strong communication and interpersonal skills.

BENEFITS:

This is a full-time, salaried position.

Entry level compensation for this role is \$40,000 annually.

Employer-sponsored health insurance is provided.

Paid time off is provided annually.

401K options available upon hire.

TO APPLY:

Please send resume and letter of intent to jacie@miller-dvm.com