

Veterinary Receptionist (Full-Time, Permanent)

Location: Dundee, Barnhill & Arbroath

Hours: 39 hours per week (including evenings and Saturdays)

We are looking for a friendly, organised and compassionate Veterinary Receptionist to join our busy team at Parkside Veterinary Group.

This is a busy and rewarding front-of-house role. You will be the first point of contact for our clients and their pets, delivering a warm, professional and compassionate experience while supporting the smooth running of the practice.

The Role

- Welcoming clients and managing appointments.
- Handling a varied range of calls throughout the day.
- Processing payments and assisting with client queries.
- Managing emails, prescriptions and general administration.
- Maintaining a clean and welcoming reception area.
- Supporting the wider team across our three branches.

About You

- Previous reception or customer service experience preferred.
- Excellent communication and organisational skills.
- Calm, professional and empathetic, even in busy or emotional situations.
- Positive, flexible and team-focused approach.
- Willingness to learn – full training provided.
- A full driving licence and access to a vehicle is essential.

Additional Information

- Permanent, full-time position.
- Start date: as soon as practicable (flexible).
- Saturdays shared equally on a rota basis.
- No Sunday or out-of-hours work.

Apply

Please download and complete our [Application Form](#) from our website and submit this along with a CV to office@parksidevets.com.

Please include the subject line: **FAO Reception Position – Your Name**

Closing date: 31 May (or earlier if a suitable candidate is found).

Parkside Veterinary Group
A proud member of the [VetPartners](#) family
Website: parksidevets.com
Facebook: [Parkside Veterinary Group](#)