

## SCHEDULE COORDINATOR / ADMINISTRATOR

### Job Description

We are looking for positive and organized individuals to join our team as the Scheduling Coordinator / Administrator. The successful candidates will be able to effectively manage the schedule and solve customer inquiries; keeping customer satisfaction at the core of every decision and behaviour.

### Skills Desired

- Strong communication and interpersonal skills (verbal and written)
- Customer Service skills
- Administration skills
- Computer knowledge including Microsoft
- Able to utilize software, scripts, and tools appropriately
- Scheduling appointments
- Collecting and processing payments
- Build lasting relationships with clients and team members based on trust and reliability

Please send your cover letter, resume and two references from past or current employers detailing your skills and teamwork style to [officemanager@bermudavets.bm](mailto:officemanager@bermudavets.bm). Application deadline May 15th 2019

People with Health Care, Hospitality, and Customer Service experience are encouraged to apply!

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