# VCA Animal Hospitals Jobs — Veterinary Receptionist — Los Angeles, CA, USA

### Description

Exploring **VCA Animal Hospitals** careers in **Los Angeles, CA, USA** can begin with understanding what a **Veterinary Receptionist** does day to day. People in similar roles spend time scheduling clinic appointments and updating pet and client records, making careful documentation essential. Attention to detail, veterinary reception, and customer care are valuable foundations for this career path.

### Responsibilities

- Schedule clinic appointments.
- Update pet and client records.
- Maintain organized appointment, case, or service documentation as required.
- Communicate routine updates clearly while respecting personal-data privacy.

### Qualifications

- Good service communication and awareness of privacy-conscious recordkeeping.
- Ability to work carefully with electronic forms and changing schedules.
- Practical familiarity with veterinary reception and customer care.

### Experience

Experience organizing information, using digital tools, or working in veterinary healthcare is a useful foundation.

### Skills

Veterinary reception, customer care, scheduling, Veterinary Receptionist, Confidential information, service records

### Organization Website

Explore VCA Animal Hospitals career and organization information.

**Hiring organization**
VCA Animal Hospitals

**Employment Type**

**Industry**
Veterinary Healthcare

**Job Location**
Los Angeles, CA, United States

**Date posted**
November 9, 2026

**Valid through**
2026-11-23