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**TITLE: Part-Time Customer Service Representative**

Perform general office procedures:

* Computers
* Fax
* Copy machine
* Cash register
* Charge card machine

Animal records

* Responsible for the admission and disposition of all animal records
* Keep accurate detailed records of all animals in the shelter – notes in animal files and in the computer to keep information up to date
* Screen and schedule incoming animal admission appointments
* Record lost and found reports of local pets
* Follow up on special holding cases: quarantine, domestic violence, fire/storm victims

Other Duties Include

* Report/record daily statistical information
* Balance daily financial reports
* Greet, assist, and direct public
* Answer telephone calls promptly, courteously and give accurate information
* Educate general public on good pet ownership and wildlife in the community
* Sell/promote merchandise and fundraising items or events

Requirements

* High School diploma or equal certificate
* Ability to speak and understand English, bilingual a plus

**Weekends Position, 9:30-5:30**

**Salary TBD**