POSITION: ADMISSIONS COUNSELOR
DEPARTMENT: ADMISSIONS
REPORTS TO: DIRECTOR OF ADMISSIONS
STATUS: PART TIME, 16 HOURS/WK. - EVENINGS AND SATURDAY
DATE: AUGUST 21, 2020

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

This position will assist the public with the admission of animals in the SPCA shelter. Responsible for scheduling and processing intake appointments. Interacts with customers interested in surrendering a pet and explains organization policy and procedures and provides general information to the public in person and by phone. Ensures that animal admissions are completed efficiently and in accordance with shelter policy. Enters information into the shelter’s computer database, collects admission fees and donations. Works cooperatively with other department staff and volunteers. The candidate will perform duties with great attention to detail and have exceptional customer service skills. This people-friendly person will be skilled on computers and be adaptable to change.

The successful candidate will possess the following competencies:

1. Customer Service Skills
2. Communication Skills
3. Demonstrate Patience
4. Problem Solving Skills

If you are interested in this position and meet the minimum qualifications, please submit your resume to Leslie Stewart, Human Resources @ SPCA. leslies@yourspca.org Thank you!

This posting notice will expire on August 31, 2020