**Reception Assistant**

**This position is a permanent part time position with hours ranging from 16-24 weekly. Average is 20 hours. Some weekend work will be required.**

**Duties:**

* Answer phones
* Assist the public
* Assist with clerical needs
* Animal transport

**Requirements:**

* Strong customer service skills. Experience required in front line customer service.
* Belief in the mission and values of Talbot Humane
* Computer literate
* “People person”
* Ability to multi-task a must.

**Compensation**

* Base rate $9.50, starting pay based on experience
* Receive accrued sick, vacation and personal time