**Position Requirements:**

* **2 years of work experience in direct customer service required.**
* **Proficient in multiple computer programs including but not limited to: Excel, Access, Word, Publisher.**
* **Strong verbal and written skills.**
* **Experience managing multiple projects at once.**
* **Animal handling experience preferred.**

**Job Description**

* **S/N Program Administration**
  + **Assist in administration aspect of the program**
    - **Enter data**
    - **Run reports as needed for grants, billing and budgets.**
* **Pet Pantry**
  + **Ensure pantry needs are met**
  + **Follow up on annual information update for clients**
* **Website Management** 
  + **Ensure all information on the Talbot Humane website is current on a weekly basis**
  + **Ensure Talbot Humane’s presence Petfinder, Adopt a pet and other websites is current**
* **Shelter physical plant needs**
  + **Responsible to schedule repairs, upkeep and needs as they arise**
  + **Keep schedule of maintenance needs**
    - **Filter changes**
    - **Lights**
    - **Lawn**
    - **Misc.**
* **PetSmart Adoption Center Management**
  + **Ensure quality control of cat care and needs**
  + **Ensure cat center has appropriate pets**
* **Investigate employee and customer accident reports. Oversees proper reporting and tracking of incidents. Monitors safety compliance of staff and takes immediate action to correct hazards.** 
  + **Monitors programs to ensure compliance with local, State, and Federal regulations including OSHA regulations.**
* **Key holder for Talbot Humane money box**
* **Purchasing and Supply Management**
  + **Follow up to ensure best pricing for supplies**
* **Directors Assistant**
* **Assist Executive Director with annual licensing needs**
* **Assist Executive Director with reports for various needs**
* **General needs- Assist with animal handling, reception needs, and any duties assigned by supervisor.**

**Benefits:**

* **Full time position**
* **Pay based on experience**
* **Partial paid health insurance**
* **401K**
* **Accrued vacation, sick and personal leave**