**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**