



EMPLOYMENT OPPORTUNITY

Do you have a passion for animals? Do you enjoy working and caring for animals? Do you enjoy working within a Team environment? If yes, then come join the Oakville Milton Humane Society! We are now accepting resumes for:

- Part-Time Customer Care Attendant
20 hours per week, must be able to work evenings, weekends & holidays

A Customer Care Attendant plays a very important role in the animal welfare field. We strive to provide a high level of care and comfort to the homeless animals in our Shelter. Working our Front Reception Area, you the first point of contact to the Public. Attention to detail and being able to work with minimal supervision, in a fast paced environment is extremely important. As a member of our Team, you will work with us in making a difference in the lives of our rescued animals each and every day.

Duties include but not limited to:

- Working the Front Reception area, greeting the public, handling inquiries
- Answering all calls, screening of calls and forwarding to appropriate areas
- Assisting in Lost & Found as may be required
- The Front Reception is the hub and at times Multi tasking in all areas may be required

Qualifications:

- Demonstrated written & oral communication/interpersonal skill
- Demonstrated ability to work within a Team environment; present a professional manner at all times
- Demonstrated ability to work within a fast paced, at times a stressful environment
- Demonstrated ability to work with little supervision
- Demonstrated ability and comfort levels handling animals with varying temperaments
- A demonstrated compassion towards people as well as animals
- Demonstrated ability to work with varying disabilities or personalities
- Must be detail oriented, strong organizational skills
- Educational background; High School Diploma and / or College as applicable
- Must have a reliable means of transportation to start shifts as early as 8 am, any day of the week
- Ability to lift minimum 50LBS maximum; repetitive heavy lifting of objects daily

Interested candidates please submit a cover letter with resume to: Scott Dawson, Customer Care Manager

scottd@omhs.ca

Posted on: Tuesday May 16, 2017; Application Closing date Tuesday May 23, 2017

Commitment to Diversity and Accessibility:

OMHS is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

OMHS is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Executive Director in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.