



SUMMER EMPLOYMENT OPPORTUNITY

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

- Temporary Full-Time Administrative Licensing Clerk
35 hours per week, must be able to work evenings, weekends & holidays

SUMMER EMPLOYMENT (8 WEEKS)

The Administrative Licensing Clerk will be responsible for the Promotion of the Town of Oakville Dog Licensing Program. Attention to detail and being able to work with minimal supervision, in a fast paced environment is extremely important. The Promoting of responsible pet ownership and educating the public on the importance of dog licenses to ensure pets remain safe.

Duties include but not limited to:

- Maintenance and upkeep of dog licensing database
- Developing an understanding of legislation, by-laws, enforcement
- Door to Door community awareness and licensing sales
- Attend community events as 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 with animals with varying temperaments
- A demonstrated compassion towards people as well as animals
- Must be detail oriented, strong organizational skills
- Educational background; High School Diploma and / or College as applicable
- Must have a reliable means of transportation; able to work shifts, weekends, holidays
- Ability to lift minimum 50LBS maximum; repetitive heavy lifting of objects daily
- Clear Criminal Background Check & Drivers Abstract
- Must be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment
- Must be legally entitled to work according to the relevant provincial legislation and regulations

Interested candidates please submit a cover letter with resume to:

Caitlin Jones, Animal Protective Services Manager
apscareers@omhs.ca

Application Closing date May 24th, 2019