



Do you pride yourself on making a difference in the lives of others? Are you passionate about animals and animal welfare? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals.

We have an opportunity for a **Data Entry Clerk** to join our team and work in a fast paced, exciting, and growing organization. *This is a Canada Summer Jobs position for a period of 8 weeks, 35 hours per week.*

The role is responsible for data entry into our shelter software program. Reporting to the Manager, Customer Care you will work closely together to achieve the tasks as set forth by the team.

Most of the work will be completed independently and remotely, with on-site presence as required.

As our ideal candidate you have/are:

- Post-Secondary education in Business or a related field
- A minimum of 1 year administrative experience preferred
- Excellent organizational skills with a strong attention to detail
- Proficient in Microsoft Office Suite of products
- Demonstrated ability to work independently with little supervision
- Flexible and adaptable to changing situations
- Excellent communication skills with the ability to work with varying personalities and disabilities
- Diplomacy, tact, and discretion when dealing with all matters
- A demonstrated compassion towards people as well as animals
- A clear criminal background check

If any of the above sounds exciting to you, we would love to hear from you!

Interested applicants are asked to send a resume and cover letter to:

customercarecareers@omhs.ca by May 20, 2022

This is a Canada Summer Jobs position. Employment will be for a period of 8 weeks. Applicants must be between the ages of 15-30 years old and be a Canadian resident to be qualified.

Commitment to Diversity and Accessibility:

The Oakville & Milton Humane Society believes that diversity and inclusion is about creating a culture that embraces the uniqueness of individuals and the communities in which we serve. We are committed to providing inclusive services where all staff, volunteers, donors, members, and customers feel respected and valued, regardless of origin, age, race, colour, sexual orientation, religion, gender, gender identity or expression, disability, social economic status, or any other bias.

We strive to create a safe and judgement free environment, in which we draw on the differences in who we are, what we have experienced, and how we think. We foster a workplace, and engage communities, where differences and abilities are valued, and everyone has access to the same opportunities.

If contacted in relation to a job opportunity, please advise the HR Manager of 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.