



## EMPLOYMENT OPPORTUNITY

Do you pride yourself on making a difference in the lives of others? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals. We are now accepting resumes for:

### **Lost & Found Coordinator (Part Time: Sunday 9am-5pm, Monday 10am-6pm & Tuesday 10am-2pm)**

The Lost & Found Coordinator plays a very important role in animal welfare within the Oakville & Milton area. We strive to provide a high level of care and comfort to the homeless animals in our Shelter. Working in Lost & Found, you are dealing with owners under a high degree of stress who have lost their pet and rely on our expertise to reunite them. Attention to detail and being able to work with minimal supervision, in a fast-paced environment is extremely important.

Duties include but not limited to:

- Matching animals with potential lost reports
- Preparing and returning animals to their owners
- Tracing identification of animals
- Taking lost and found reports
- Giving advice to the public on locating their lost pet
- Entering animals into the database (Shelter Software)
- Educating the public on animal by-laws
- Dealing with difficult customers
- Cross training to cover for the front desk
- Working closely with the other departments in the shelter to provide excellent customer service
- Various other duties as they arise

You will be working within the Customer Care team and interact with all departments within the shelter, volunteers, foster parents, and members of the public. The ability to work successfully in a team environment and build effective working relationships internally and externally is essential.

#### **Qualifications & Experience:**

- A high school diploma or GED
- Excellent presentation and customer service skills
- Ability to multi-task, prioritize and manage time effectively
- Strong communication, organizational and teamwork skills
- Demonstrated written & oral communication/interpersonal skills
- Demonstrated ability to work within a Team environment, presenting a professional manner at all times
- Demonstrated ability to work within a fast paced, at times a stressful environment
- Demonstrated ability to work independently but consults with Manager as necessary
- Demonstrated ability and comfort level 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 and strong organizational skills
- Proficient in Microsoft Office (Word, Excel and PowerPoint)

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: Stephanie Aleksich, Manager, [customercarecareers@omhs.ca](mailto:customercarecareers@omhs.ca) no later than June 5, 2022.

**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.