

PT, Weekends Mostly, Animal Adoption Center Front Desk Receptionist

This position serves as a part-time front desk receptionist at the SICSA Adoption Center. General duties include answering a multiline telephone system, greeting and assisting customers as well as performing record keeping and clerical duties related to animal adoption, licensing and care. This position requires a practical knowledge of dogs and cats, basic clerical skills and a high level of customer service. Excellent people skills, friendly, outgoing, willingness to contribute to a team and two years' experience in a customer service-related position with direct telephone and customer care are required. Must be able to work weekends, especially Fridays 11:30 am until 7:30 pm and Sundays, 11:30 am until 4:30 pm. Flexibility to cover other Receptionist leaves days and experience in animal care a plus. Applications may be filled out at SICSA, 2600 Wilmington Pike, Kettering, Ohio 45419 or résumés sent to infor@sicsa.org. No telephone calls, please.