

## **Position: Front Office Assistant**

**Requirements:** Must be caring, personable, customer focused, and LOVE dogs! Knowledgeable in general office duties, phone, and basic computer skills. Someone that is detail oriented and can multi-task in a sometimes-noisy environment will be perfect for our busy front office. We are looking for enjoyable people who can work in a team environment to provide the best customer service possible. Prior experience working in a customer facing position is necessary.

### **Hours per week/Schedule:**

- Part time 25-32 hours per week
- Full-time 32-40 hours per week
- Weekdays, early shift starts at 6am; late shift ends at 7pm
- Saturday hours 8:30am-4pm; Sunday 10:30am – 2pm
- Rotating afternoons and weekend shifts are required

**Salary:** \$15 - \$17.00 per hour to start

**Age Requirement:** 18+

**Benefit Conditions:** Successful completion of 90-day onboarding

### **Benefits:**

- Dental insurance (*full-time*)
- Health insurance (*full-time*)
- Vision insurance (*full-time*)
- Employee discount
- Flexible schedule
- Paid time off
- Professional development assistance as necessitated

**About Us:** Come and join us! Since 2006, we have been a family-owned full-service dog care facility offering grooming, daycare, boarding, and enrichment services in a state-of-the-art facility on Route 19! Our mission is to provide dog owners with loving, professional, convenient, and exceptional care of their dog each and every time. We are supportive, fun, and engaging with a goal to maintain the culture and support that makes this a great place to work! We offer pay incentives, bonuses, company outings, and more.

### **Our work environment includes:**

- Safe work environment
- Being around & caring for puppies & dogs
- On-the-job training
- Flexible working hours
- Growth opportunities
- Casual work attire
- Company perks
- Regular social events