

Position: Front Office Assistant

Requirements: Must be caring and personable, customer focused, and LOVE dogs! Must be knowledgeable in general office duties, phone, and 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 are team oriented and client focused to provide the best customer service possible. Experience is preferred but will train the right person.

Hours per week/Schedule:

- Full-time 32-40 per week
- Part-time up to 31 hours per week
- Rotating evenings and weekends required
- Weekday (Mon-Fri) Shifts typically start between 6:30am – 10:30am and end no later than 7pm
- Weekend Shifts: Saturday 8:30am-5pm and Sunday 10:30am – 2pm
- Remote work not available

Salary: \$12.75 - \$15.00 per hour

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

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 all day
- On-the-job training
- Flexible working hours
- Growth opportunities
- Casual work attire
- Company perks
- Regular social events