



JOB POSTING

POSTING DATE: 04/27/2017 **POSITION:** Office Intern – Brooks Location

CLOSING DATE: OPEN UNTIL FILLED **STATUS:** Part-Time Temporary

REQUIRED EXPERIENCE: 0 TO 2 YRS CSR **BASE PAY:** \$10.00/hr

REQUIRED EDUCATION: HIGH SCHOOL DIPLOMA OR GED

JOB DESCRIPTION

Principal Duties and Responsibilities:

- Works collaboratively with all departments to help serve the public and facilitate smooth flow of surgery and wellness clinics
- Assists in monitoring equipment for proper operation (computers, phones, etc.).
- Monitors supply needs and communicates to Supervisor of what is needed in a timely manner.
- Maintain clean, orderly and sanitized work areas on a regular basis and learns area documentation.
- Identifies problems and notifies Supervisor.
- Provides accurate information and friendly professional service to the public and to co-workers in a positive, courteous, truthful and tactful manner.
- Ability to make correct change and follow accounting procedures (run credit card machine, etc).
- Basic office skills: word processing, computer, internet, Xerox/fax machine and answer telephones in a prescribed manner.
- Ability to learn computer systems to input surgical data and confirm scheduling.
- Provides holiday and weekend coverage as required.
- Performs other duties as required to insure a positive public image and to improve the functioning of this organization as assigned by Supervisor.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity.
- Other duties as assigned.

Additional Duties and Responsibilities:

- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.

Minimum Knowledge and Skills Required by the Job:

- Work requires the analytical skills to gather and interpret data in job related situations.
- Type at least 50 wpm.

Physical Requirements of the Job:

- Must stand, walk, bend and stoop to perform duties.
- May be expected to work weekends, holidays, and off hours.
- Job may require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, animal and human.

Authority:

Office Intern reports to Chief Veterinarian. This is an entry level position.

Apply online at www.SAhumane.org/employment.