

Position: Full Time / Temporary Admin Assistant / Animal Attendant

16 weeks Contract starting June 1 2020

Smith Falls, ON

Job Description:

As a member of a team, the employee is responsible for the daily care of the animals residing at LAWS. This includes, but is not limited to feeding, cleaning, and socializing cats. There are seldom dogs living at the shelter but on occasion when there are, the duties may include feeding, cleaning, and exercising.

This role is also required to give oral medications and vaccinations. Staff are required to observe animals and document any behaviour that would indicate that an animal is ill or injured.

Other responsibilities include:

- Computer skills.
- Able to abide by Covid-19 protocols.
- Communications skills must be excellent, both written and oral.
- Staff are required to greet clients as they arrive at the shelter and ensure that all clients are treated courteously.
- Occasionally employees are required to communicate with staff at veterinary clinics that we partner with. This requires a high degree of professionalism in order to maintain an excellent working relationship.
- Animal Assistants must be physically able to lift 20kg, bend to clean cages that are at floor level, and perform other duties as required.

If you are a TEAM player, are well organized, truly want to make a difference in the life of a shelter animal, then we would like to meet you.

This position may include some weekend hours. Currently the estimated hours will be 35 hours per week.

Please forward your resume and cover letter to shelter@lanarkanimals.ca