



BRANT COUNTY SPCA

The Brant County Society for the Prevention of Cruelty to Animals (Brant County SPCA) is a registered charity that provides services of animal welfare in the City of Brantford and the County of Brant. The Brant County SPCA is an affiliate Society to the Ontario SPCA. The following opportunity is available at the Brant County SPCA:

Administration Position

Full Time Position (1 year contract) - \$12.93 per hour

Reporting to the Manager of Communications & Development, you are responsible for reception and customer service duties as outlined below:

- Receives calls from the public and greets visitors to the Shelter
- Provides information to the public as requested, and/or forwards caller to appropriate staff member
- Process adoptions, animal intake and claims
- Dispatch officers
- Order supplies and completes bank deposits
- Completing shelter invoicing

Qualifications:

- Must be able to commit to a regular yet flexible work schedule
- Must have an excellent command of the English language and strong communications skills
- Experience dealing with the public would be an asset
- Must have compassion and respect for all types of animals
- Must be a problem solver and be able to multi task
- Must not have allergies limiting or affecting exposure to animals
- Must have computer skills
- Must have and maintain a clean driving record

**If you have a passion for animal welfare, please forward your resume
By April 21st, 2016 to:**

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