

# **Peninsula Humane Society & SPCA**

## **Administrative Assistant**

**Job Title:** Administrative Assistant (6 Months)  
**Division:** Operations  
**Reports to:** Behavior & Training Director  
**FLSA Status:** Non-exempt/Temporary Part-Time (15 hours/week)  
**Salary:** \$20.60/hour

**Summary:** Support the Animal Behavior Department by processing all dog training and behavior consultations requests offered for the public. Assist with the promotion and marketing of the Departments' offerings.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Field dog training classes and behavior consultations calls
- Process registrations, class assignments, prepare rosters, and materials for each class
- Communicate actively with the trainers and the customers
- Perform administrative duties and other projects as assigned by Department Director such as assisting Behavior Staff prepare the Department statistics
- Maintain a positive, educational approach with a willingness to listen when dealing with the public, the staff and volunteers

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and work in a fast-paced environment. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have previous customer service experience. Ability to work well with and communicate effectively both orally and in writing with the public, staff and volunteers. Must be highly motivated toward the welfare and humane treatment of all animals. Upon hire, must pass a background check. Upon hire, must be fully vaccinated against Covid-19 and able to show COVID Vaccination Card as proof of vaccination.

**Education and/or Experience:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must show maturity, good judgment, and professionalism. In addition, must be able to work efficiently under pressure. Also must demonstrate a friendly, open demeanor.

**Computer Skills:**

To perform this job successfully, an individual should have working knowledge of Microsoft Office Suite (Outlook, Word, Excel) and Internet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. They include, but are not limited to the following: able to lift or move up to 25 pounds; stand or sit for extended periods of time; reach to an arm's length.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, zoonotic disease, exposure to aggressive/feral animals and toxic or caustic chemicals. The noise level in the work environment is usually loud.

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.*  
EOE/M/F/D/V/SO