



PO Box 1876 • 517 SE 3rd Street • Pendleton, Oregon 97801 • 541-276-0181

JOB DESCRIPTION

Title: Office Assistant

Job Summary: Provide assistance to customers, shelter personnel, board, and volunteers of the shelter.

Supervisor: Shelter Manager

Duties:

1. Treat all animals both on and off the job humanely. You are a representative of the PHS/PAWS even when not at work.
2. Follow all PHS/PAWS Standard Operating Procedures (SOP) and protocols.
3. Answer phone calls, respond to questions and follow through on requests.
4. Check phone and e-mail daily for messages, respond and/or route messages as appropriate.
5. Initial and date all material: including phone messages, PetPoint forms and donations.
6. Maintain record of all pet food and other donations.
7. Assist with PetPoint data entries on a daily basis.
8. Ensure all animals have an identifying photograph loaded to the database upon intake.
9. Assist with spay/neuter clinic paperwork and scheduling.
10. Ensure iPad, portable computers and camera are put away in locked file cabinet at end of day.
11. Assist Animal Care Assistants as needed in regard to cleaning the shelter; specifically dog kennels, cat condos and outside kennels.
12. Works with shelter manager to maintain a strategic planning process with long-range and/or short-range goals and objectives.
13. Perform other duties as assigned.