



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, and volunteers to 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 phones 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. Photograph individual animals upon intake in shelter.
9. Assist with spay/neuter clinic paperwork and scheduling.
10. Perform final walk through of shelter to ensure all kennels and condos are labeled as appropriate.
11. Ensure all file cabinets, windows, doors and gates are locked upon leaving the shelter at end of day.
12. Ensure all portable electronics (i.e. cameras, iPad, portable computers, etc.) are put away in locked file cabinet at end of day.
13. Works with shelter manager to maintain a strategic planning process with long-range and/or short-range goals and objectives.
14. Perform other duties as assigned.