

Job Description:

Must Love Dogs. We take care of your pup's mind, body and spirit from sunrise to sunset.

Looking for an opportunity to rapidly advance in a progressive, growth-oriented company? Want to work with and interact with quirky, eclectic, dog-loving people in KCMO? Do you thrive on being busy and challenged? Have you dreamed of working with "like minded people" in the animal care industry? Are you outgoing, friendly, organized, a fast learner, able to multi-task, computer savvy, and do you have great communication skills? Are you able to handle a physical, as well as mentally, challenging job? Do you hate working in a "cubicle farm" looking at the same four walls and the same people day-in and day-out?

If you have answered "yes" to these questions and are able to fulfill the duties listed below, then please send us your resume'. You may be the candidate we are looking for to become the "face of Pooches Paradise" and fill this fun and rewarding position!!! **Front Desk/Receptionist experience is required. Previous work in the Veterinary or pet service industry is preferred but not required.**

We are looking for a person that would like to grow with our fast growing company and that can carefully align with our "Core Values. These values include:

Passion- The fuel. What's your why?

Integrity- Lead by example. Don't talk. Do.

Authenticity- Be real. No BS culture.

Optimism- Enthusiasm creates raving fans.

Add Value- Bring value to the client. Always.

Execution- It's everything.

The position is a 25-35 hour position. You will need to be able to work a flexible schedule (your schedule will **vary**). You will be working all shifts (weekday AM are 6:30 AM to 12 PM) and PM shifts (12 PM - 7:30 PM). This does include weekend and holiday work.

This schedule will vary from week to week so you **must be able to be flexible. We will not work around a school schedule or another job schedule. Please do not apply if you cannot work these hours.**

- You must have your own reliable transportation.

- Salary will be based on experience at \$10.00-\$11.00 per hour starting pay, with raises that match your growth within the company

QUICK SUMMARY OF JOB DESCRIPTION:

-Must have a vivacious and friendly personality, great customer service skills and receptionist experience. You will need to get to know our clients and their expectations, both in person and on the phone, and love working with people and dogs!

-Understand the operation of a computer system and learn our kennel management software.

- Must be able to handle dogs sizes ranging from 2 lbs. to 175 lbs on leash, walking a total trip distance (multiple round trips) of approximately 3-6 miles per day from the front lobby to the back, at a quick pace while maintaining control and safety of the dogs. THIS IS GREAT EXERCISE!!

We provide training classes with our Director of Training before you begin your work on the floor, so that you know how to handle our "guest-pups" in the lobby and on their way to their "play destination" from the time they arrive to the time they leave our facility!!

- Check guests in and out, verifying all requirements are complete, signed, and in their file. Must enjoy people as well as dogs!

- Must be detail oriented as well as handle a fast pace.

- Gain a solid and thorough understanding of Pooches Paradise boarding, daycare, grooming, retail items, and training services.