

Customer Service/Administration Assistant

- Customer service and admin skills required
- Passionate about animal welfare
- Some animal handling skills

The RSPCA Bendigo is looking for friendly, confident people with good communication skills to volunteer at our very busy Shelter front desk and assist in administration duties.

We are looking for people with previous customer service experience as you will be dealing directly with members of the public. A basic level of animal handling skills is also required as you will be receiving surrendered animals that come via the front desk into our organisation.

Your tasks would include taking and processing payments for adopted animals and retail items, completing all paperwork in relation to adoption of animals and council requirements, directing members of the public to relevant departments and adoption areas and answering general questions about the RSPCA and pet ownership.

Full training will be provided.

Please email your application to tschifferle@rspcavic.org.au or call Tracee Schifferle on 03 5441 2209 for more information.