

Winnipeg Humane Society – Job Posting #2021-4-1

Date: January 17, 2022
Position Title: Satellite Clerk
Department: Adoption
Reports to: Manager, Adoptions
Classification: Union
Rate: \$14.12 - \$18.57
Hours: Every other Sat 10am-6pm & Sun 12pm-6pm
(14 hrs/bi-weekly)
DAYS/TIMES OF SHIFTS COULD VARY/CHANGE
Start Date: ASAP

Closing Date for Internal Applicants: January 21, 2022

Position Summary:

The Satellite Clerk is responsible for placing animals available for adoption at Winnipeg Humane Society satellite adoption centres, as well as participating in adoption center events. The Satellite Clerk is responsible for processing all related paperwork, making on-site visits to satellite centres and monitoring animal's progress, and all related duties.

Qualifications:

- Grade twelve education
- Mature, responsible individual committed to the goals of The Winnipeg Humane Society
- Excellent customer service skills and the ability to communicate effectively with staff/clients at satellite centres in adoption protocol
- Ability to work independently
- Efficiency and organizational skills essential
- Computer literacy in keeping all animals and invoicing current
- Knowledge of animal illnesses and keen observation skills
- Require a valid driver's license
- Must possess and provide for employer a driver's abstract, the applicant will be responsible for all expenses to obtain the document.
- Must be flexible and easy-going, willing to change plane at a moment's notice.
- Demonstrate the outmost level of professionalism.
- Positive attitude with a knack for problem solving.
- Animal health or sheltering background preferred.

Authority:

Authority to perform all assigned duties and responsibilities within established policies and procedures.

Accountability:

Directly accountable to the Manager, Adoptions.

Interpersonal Relationships:

Has frequent contact with other W.H.S. staff/volunteers and satellite staff /managers and maintains professional, courteous relationship with all.

Standards of Performance:

1. Efficiency, timeliness and professionalism are demonstrated in the accomplishment of assigned duties
2. Communicate effectively in all areas, foster high standard of customer service
3. Working effectively with all departments pertinent to satellite adoptions.

Duties and Responsibilities:

- Responsible for choosing appropriate animals and readying animals for transfer to satellite adoption centres, medicating and micro chipping, updating animal information in Shelter Buddy (shelter software) and processing all related paperwork and transactions.
- Delivering animals in-person.
- Daily communication with satellite centres to monitor progress and condition of animals.
- Rotation of animals between satellite centres.
- Daily processing of all completed satellite adoptions and picking up adoption fees.
- Regular visits to satellite centres to monitor animals and take inventory of animals placed at centres.
- Ensure regular transfer of documentation from satellites to WHS; contracts and any written communication.
- Training of satellite staff and volunteers in WHS adoption procedures and protocol, including cleaning and feeding procedures.
- Facilitate communication between satellites and WHS.
- Communicate to satellites any special events WHS is participating in.
- Participate in events relating to adoptions and satellite centres.
- Communicate professionally and efficiently with other departments as necessary to fulfill job requirements.
- Act as Adoption Counselor when required.
- Other duties as assigned.

This position is subject to a Criminal Record Check, Vulnerable Sector Check and a clean Driver's Abstract

Forward your resume and cover letter to:

Attn: Daphne Hee

careers@winnipeghumanesociety.ca

Please quote the job posting number in your email or cover letter subject line.

NO PHONE CALLS PLEASE

Thank you for your interest in this position however only those considered for an interview will be contacted.