



## Receptionist

### Job Description

Reports To:	Practice Manager
Status:	Part or Full Time, Permanent
Qualifications/Skills:	To have a genuine interest in animals and their well being. Must have the ability to work independently and in a team atmosphere, to tolerate high noise and stress levels as well as have a general knowledge of animals. Must possess good organizational skills and clerical skills. Must be a minimum of 18 years of age.

### OVERVIEW:

This position will require phone skills, computer skills, including data entry and Microsoft Word, excellent communication skills and capable of working independently.

### Functional Responsibilities:

- Maintain a neat and well groomed appearance.
- Politely and professionally answer incoming phone calls.
- Enter history and charges into clinic database.
- Maintain and keep the reception desk area clean and orderly.
- Be familiar with all areas of the Animal Resource Center (ARC) to assist the general public as they enter the facility.
- Build the image and contribute to the mission of PAWS Humane, INC by practicing exceptional public relations in all phases of responsibilities.
- Attend all required staff meetings.
- **Treats animals humanely, with compassion and concern both and off the job and transmits these values to others.**

### Working conditions:

- Indoor office environment.
- Work in and around animals and animal fur, dander and waste.
- Occasional exposure to high stress levels.
- Work off shift (holidays, weekends) and fluctuating hours as needed.
- Exposure to high noise levels and zoonotic diseases when in kennels.

- Exposure to cleaning and other chemical materials requiring OSHA Material Safety Data Sheets.
- Exposure to wet floors/slippery conditions.
- Potentially may have contact with hostile persons.

This list of Functions is not intended to be exhaustive. PAWS Humane, Inc. reserves the right to revise this job description as needed to comply with actual job requirements.

PHYSICAL REQUIREMENTS: (N-Needed, P=Preferred)

Sitting: N	Standing: N	Walking: N	Lifting: P
Pushing/Pulling: N	Bending/Stooping: N	Kneeling: N	Climbing/Reaching: P
Crawling/Crouching: N	Carrying: N	Repetitive Motions: N	

Other (describe): Requires valid state or government driver’s license.

In accordance with PAWS Humane policy, lack of attendance or reliability of job performance is grounds for dismissal.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor’s Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date