

Front Desk Associate Dog Daycare and Boarding Receptionist

No calls please!

Please, only apply if you're able to work Holidays. Thank you!

Duties are as follows:

- Greet all dogs and customers with enthusiasm
- Remember clients and their dogs by name
- Handle all check ins and check outs
- Take payments
- Answer all phone calls, emails, and faxes
- Call owners to confirm reservations and collect information
- Prepare meals for the dogs
- Keep accurate files of dogs' vaccination history
- Any other task needed, we work as a team!

Our ideal candidate will possess the following characteristics:

- **A love for animals!**
- Great time management
- Pays close attention to detail
- Able to stand on your feet for 8-10 hours a day
- Ability to multi-task
- Works well in a fast-paced environment
- Quickly learns and grasps new tasks and concepts
- Highly dependable
- Team player
- Takes direction
- Excellent communication
- Confidence in handling dogs
- Dependable transportation and attendance
- Experience is ideal; however, we are willing to train the right applicant.

Benefits of employment at Wag Atlanta

- We are a family owned business, which allows for quick communication for concerns and ideas.

- Free dog day care while working and discounted boarding – bring your dog to work!
- Ability to advance
- Ability to cross train in multiple area
- Full Time employees have health insurance opportunities
- Full Time employees PTO
- All our team members are animal lovers, just like you!

Job Type: Full-time

Salary: \$12.50 - \$14.00 per hour

Benefits:

- Employee discount
- Health insurance
- Paid time off

Schedule:

- 10 hour shift

Experience:

- Customer service: 1 year (Required)
- Phone etiquette: 1 year (Required)
- Dog handling: 1 year (Required)