



ADMIN CATTERY COORDINATOR – Fish Hoek

Administration Duties:

Provide first-contact interaction with members of the public and/or suppliers calling on the Cattery.

Handle administrative duties relevant to incoming/outgoing animals.

Handle telephonic interactions with members of the public/clients/suppliers.

Coordinate and undertake all administration related to the Volunteer Program.

Coordinate Adoptions and arrange Adoption Open Days once a month.

Coordinate all the administration involved with animal care, e.g. vaccinations.

Requirements:

Excellent people skills

Good administrative skills

Knowledgeable about Microsoft, Excel, Word etc.

Social Media experience

OBVIOUSLY must love cats

5 Day work week and will include weekends

Interested candidates must send a cover letter telling us why you would like to work for TEARS. Also attach your updated CV with contact details of 2 work-related referees to **MaraisButton & Associates**.

Email: annelie@maraisbutton.co.za

Contact will only be made with shortlisted candidates.

Closing date: Monday 04 November

