

Job Title: Part-Time Receptionist

Location:

Atascosa County Animal Control

Hours:

24 Hours Per Week, Saturdays Required

Starting Pay:

\$12.50 per hour

Job Description:

Atascosa County Animal Control is seeking a friendly and organized Part-Time Receptionist to join our team. This role is ideal for someone who loves animals and enjoys interacting with the public. As the first point of contact, you will play a crucial role in ensuring the smooth operation of our facility and providing excellent customer service. In addition to front desk duties, you will be expected to assist in other areas as needed.

Key Responsibilities:

- **Greet and assist visitors, clients, and volunteers in a professional and courteous manner.**
- **Answer and direct phone calls, taking messages as necessary.**
- **Provide information about available services and respond to general inquiries.**
- **Manage incoming and outgoing mail and deliveries.**
- **Maintain a clean and organized reception area.**
- **Assist with administrative tasks, such as data entry, filing, and photocopying.**
- **Coordinate with staff to ensure efficient operations and communication.**
- **Handle transactions and process payments for services.**
- **Assist in other areas as needed to support the team and operations.**
- **All other duties as assigned.**

Qualifications:

- **High school diploma or equivalent.**
- **Ability to pass a background check and drug screening.**

- **Previous experience in a receptionist or customer service role is preferred.**
- **Strong communication and interpersonal skills.**
- **Proficiency in using office equipment such as computers, printers, and phone systems.**
- **Ability to work independently and handle multiple tasks simultaneously.**
- **A love for animals and a willingness to learn about animal care and control procedures.**

How to Apply:

Qualified individuals are encouraged to apply. Please drop off your application, resume, and references at Atascosa County Animal Control (292 Spur 162, Jourdanton, TX 78026) or email srihn@co.atascosa.tx.us.

Join our team and make a difference in the lives of animals and the community!