

## **Administrative/Personal Assistant**

My business mission for Happy Acres Dog Training is to treat each client and their dog as a welcomed guest. We do that by giving quality time and providing excellent service every day, to one guest at a time.

To apply for this position, please send your resume and a cover letter to [bellaraylabs@gmail.com](mailto:bellaraylabs@gmail.com).

### **Requirements for the individual we are looking for**

Strong work ethic  
Efficient computer skills in Microsoft Office and Internet research  
Strong organizational skills  
Strong customer service skills

### **Job duties include but are not limited to**

#### **Cleaning**

Light housekeeping  
Cleaning the training room on a weekly basis  
Cleaning and maintaining the boarding area

#### **Weekly tasks**

Tracking sales of leashes, harnesses and oils, and assemble an order list as needed  
Answering incoming email inquiries about classes  
Sending out class information in response to phone call inquiries  
Creating class flyers and delivering to local veterinary offices  
Maintaining boarding calendar with dates and times of guest pickup and drop off  
Updating boarding and board & train files with liability waiver, guest daily routine information, and veterinary records.  
Inputting client/student information into Excel database for future contact  
Creating class roster  
Sending out class reminders  
Making follow-up phone calls for boarding and/or board and train guests  
Filing

#### **Projects**

Creating posters for each class to reduce the paper used  
Creating an engaging retail space  
Organizing class supplies  
Assisting in the search for grounds maintenance services and maintaining relationships with other contract services  
Creating questionnaire for evaluating classes and boarding experiences  
Creating checklists for various business processes

#### **This is a contract position**

8-15 hours per week, beginning ASAP  
\$9-15/hr (depending on experience)