



DANAHER ANIMAL HOME



JOB VACANCY

We invite applications from anyone interested in the role of

RECEPTIONIST

This is a part time post (average 3 days per week) for one year of maternity cover involving all aspects of customer service, cash handling and various other clerical duties and correspondence.

You will ideally have customer care orientated qualifications and experience and hold a full UK driving licence.

A more detailed job description is available from the Deputy Animal Home Manager, on request.

Good communication abilities, both verbal and written, with good organisational and interpersonal skills are essential. You will be numerate, computer literate and a self-motivator with huge amounts of energy, commitment and enthusiasm.

Applications (incl. a covering letter explaining why you think you would be suitable for this position together with your CV) must be received in writing by 21st May 2018

Please address to Karen Joyner at Danaher Animal Home, Thorley Farm, Hedingham Road, Wethersfield, Essex, CM7 4EQ

www.rspcaessex.org.uk

deputy.manager@rspcaessex.org.uk

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