

CENTERTON ANIMAL SHELTER

Job OPENING

The City of Centerton has an opening for a

***Adoption Specialist***

Applicants must be dependable, work well with others, have a positive attitude, and can assist the Animal Services Manager with all daily job functions necessary for a successful department.

**Duties and responsibilities include but are not limited to:**

Take phone calls, emails, and assist with pet adoptions. Respond to questions that relate to daily business at the animal shelter**.** General clerical and administrative duties of copying, filing, and answering the phone.Daily maintenance of front office area as well as Animal Control Supervisor’s office including but not limited to dusting, taking out trash, and cleaning of bathroom as needed throughout the week, watering plants, refilling copier paper, sweeping, vacuuming of area rugs, cleaning of glass windows/doors. Assist when needed in the cleaning of the kennels, feeding, watering, and general upkeep of the animals. Perform any other related duties as required or assigned.

**Previous experience with canines or Animals is a plus but not required.**Applicants must be at least 18 years of age and possess and maintain a valid driver’s license and clean driving record.

*To request a job description, application, or any other information*

*Please contact Human Resources at* [*careers@centertonar.us*](mailto:careers@centertonar.us)

*Or (479) 795-2750 ext. 104*

*Please pick up and submit your application at the following location:*

*City of Centerton City Hall*

*200 Municipal Drive*

*Centerton, AR 72719*

**The City of Centerton is an Equal Opportunity Employer**