

Front Office:

***Applicants must live within 30 minutes of the Canine Country Club facility.**

Responsibilities:

- Entering boarding and daycare reservations in our software, Gingr
- Professional communication with customers via phone, email and text
- Working with local veterinarians' offices to secure vaccination records
- Provide support to Senior Management team

Skills:

- Organized
- Strong computer skills
- Professional phone skills
- Outgoing
- Reliable
- Detail oriented in a fast paced environment
- Must be able to work without your cell phone
- Thinks that complaining, negativity and drama are the worst sounds on earth
- Flexible to work a weekend day

Did you know?

- Canine Country Club of Arkansas opened in 2004 and we are a locally owned company
- We are a fast growing company with plenty of opportunity for the right candidate(s)
- We have a team of 25+ employees whose ages range from 19-62
- We provide on the job training
- We celebrate our successes with fun staff outings

Why do we come to work each day?

- To provide a safe, fun and interactive experience for the dogs in our care

Our values:

- We provide exceptional care for dogs in a safe and clean environment
- We are dedicated to providing the best possible customer service
- We communicate openly and honestly
- We are dedicated to each other's personal growth and education
- We celebrate accomplishments and reward A+ players
- We allow everyone an equal opportunity to succeed
- We are open to and supportive of changes and continuing improvement
- We do not participate in negativity, gossip or complaining

If you are an A+ player who will support our purpose and live our values every single day, please continue with this application.

Benefits:

- Employee discount
- Flexible schedule
- Paid time off