



Well established dog walking and pet care business in **Silver Lake** seeking **Assistant Manager** to work in close collaboration with the owner; he/she will be responsible for overseeing and executing daily operations in all aspects of the business.

Duties will include: meeting all new clients and interacting directly with clients via phone and email to arrange service; coordinating service performance with pet-sitters; collecting and processing client payments; creating client schedules weekly; caring for client daycare dogs at the business's home base; managing office supply inventory; creating email and social media marketing material, and more. **Position will be part time to start with potential to transition to full time by mid August.** Successful candidates are punctual, reliable, and professional in a casual environment.

Looking for someone to work 3-5 days/week M-F; the daily shift is 8:30am - 7:30pm. Competitive pay; commensurate with experience.

PLEASE RETURN THIS APPLICATION

** Please answer in the body of an email (not as an attachment)

** Please keep the questions as it helps us with reading your replies

1. Your name
2. Cell Phone & Email
3. City you currently live in? (if Los Angeles, what area?)
4. Are you friendly with good social skills?
5. Do you consider yourself a self-starter who can multitask, prioritize and anticipate needs?
6. Do you have a keen attention to detail?
7. Do you consider yourself to be extremely honest and reliable?
8. Do you think that you have a good work ethic?
9. Do you love animals? What kinds are you favorite?
10. Do you consider yourself good with numbers?

Continue to next page 

11. Are you a Mac or PC person?
12. Do you have excellent smartphone and texting skills? How is your spelling?
13. Are you comfortable running an internet based database?
14. Do you have reliable transportation? ie: There are occasions where you will need to pick up and drop off dogs so a car works best.
15. How long of a commitment do you see yourself making for a job? What are your career goals?
16. Have you had previous managerial/scheduling/dispatcher experience?
17. Have you had previous dog walking/daycare/experience?

**May start as part time during training- but has the option to become full time by
mid August.**

Other Attributes that are a plus:

- Veterinary training including pet CPR
- Instagram, Twitter, FB, Wordpress, blogging, and marketing skills

**Please submit application portion in the body of your email (not as an
attachment), your resume and 3-4 work references to:**

asstmanager@dogcampla.com