



BUILD A CITY. BUILD A FUTURE.



Animal Shelter Attendant

Regular Full-Time

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. Build a City. Build a Future at the City of Surrey.

Scope:

As an Animal Shelter Attendant, you are the first point of contact at the Shelter providing exceptional customer service to those who visit or call into the shelter. The successful candidate is someone who excels in clerical and office-related work but also enjoys caring for animals.

Responsibilities:

- Perform clerical duties including but not limited to answering calls, assisting with applications, and processing transactions.
- Provides information and responds to internal and external inquiries, including by email and on social media.
- Prepare and maintain files and records.
- Provide support and assistance at events related to the work.
- Pick up supplies and donations as directed.
- Feed, monitor, care for a variety of animals.
- Monitors health and welfare of animals.
- Assists in exercising and socializing animals as directed.
- Assist other staff with their duties and other related duties as required.

Qualifications:

- Completion of Grade 12 and a minimum of one-year related experience including working with animals.
- Valid BC Driver's License with safe driving history.

You will possess the following knowledge, skills, and abilities:

- Knowledge of policies, procedures rules and regulations related to the work.
- Knowledge of methods, practices and procedures for the care and feeding of animals.
- Ability to establish and maintain effective relationships.
- Ability to lift heavy objects and handle a variety of animals.



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Conditions of Employment:

This position requires completion of a Police Information Check.
Successful applicants must provide proof of qualifications.

Other Information:

Pay Steps	Hourly Rate
Step 1	\$28.78
Step 2 (6 months)	\$29.52
Step 3 (18 months)	\$30.12
Step 4 (30 months)	\$30.71

This Posting Closes on August 15, 2024.