

BUILD A CITY. BUILD A FUTURE.



*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*

Animal Shelter Attendant

Scope

The Animal Shelter Attendant provides clerical support, customer service, and may be required to assist in the care of animals housed at the shelter. The role involves interacting with the public, processing transactions, maintaining records, and supporting shelter operations, including occasional hands-on animal care.

Responsibilities

- Perform clerical duties such as answering calls, responding to emails, processing applications, transfers, transports and redemptions.
- Processes transactions include balancing float, receiving payments, forwarding refund requests and completing cash batches.
- Prepares and maintains files and records.
- Liaises with vet clinics and external agencies related to scheduling appointments and pickups.
- Provide support at shelter-related events.
- Provides information and responds to internal and external inquiries including interacting with the public and speaking to complainants.
- Train other front counter and support staff, as required.
- Assists other staff in performing their duties.
- Picking up supplies and donations as directed.
- Performs related duties as required.
- When required assistance with animal care during staffing shortages including but not limited to:
 - Cleans animal housing areas and performs daily maintenance.
 - Feeds and cares for animals.
 - Monitors health and welfare of animals.
 - Assists in examining animals and providing medication and treatment as directed.
 - Exercises and socializes animals as directed.
 - Handles and deals with animals safely.

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Qualifications

Qualified candidates will have:

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

Conditions of Employment

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

Employment Status

Union - CUPE Local 402 – Regular Full-Time

Other Information

Number of Job Openings: 1

Pay Steps	Hourly Rate
Step 1	\$30.83
Step 2 (6 Months)	\$31.62
Step 3 (18 Months)	\$32.26
Step 4 (30 Months)	\$32.89

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7096.

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