

Customer Service Specialist – Part Time

Department

East Ridge Animal Services

Summarized Duties

The employee in this position is under the supervision of the Animal Services Supervisor and is responsible for performing various duties including, but not limited to, reception, phone call processing, dispatch, customer payment transactions, routine clerical tasks, and general office assistance.

Qualifications

- 18 Years Old
- Possess a Valid Driver's License
- High School Diploma or equivalent
- Verifiable clerical experience with strong communication skills.
- Animal shelter, veterinary clinic, or similar facility experience preferred

Requirements

- Approximately 29 hours per week
- Must have evening and weekend availability

The City of East Ridge is an Equal Opportunity Employer and TN Drug Free Workplace

Applications may be submitted electronically to Michelle Sinigaglio, Human Resources Manager.

Email: msinigaglio@eastridgetn.gov

Applications may also be mailed to City Hall.

City of East Ridge

ATTN: Human Resources

1517 Tombras Avenue

East Ridge, TN 37412