

RECEPTIONIST – PART TIME

If you possess strong communication skills, tempered with equal parts compassion and good humour, are of professional but kind demeanor under pressure, have a pleasant telephone presence, and interested in facilitating guest connections with adoptable pets – New Hampshire Humane Society would like to hear from you!

Position responsible for greeting and handling visitors and consumers, coordinating incoming enquiries both in person and via telephone. Clerical duties encompass adoption service and community program support and Administration assignments as necessary, handling and processing cash/credit card sales and donations. Must be available for one weekend day.

Send resume to Karen@nhhumane.org
or mail your resume to New Hampshire Humane Society
PO Box 572, Laconia, NH 03247



NH Humane Society

Over a century of love for those without a voice.

