



YourSPCA.org || 300 Harlem Road
716.875.7360 || West Seneca, NY 14224

VOLUNTEER JOB POSTING

POSTING DATE: 6/29/2018

POSITION AND DEPARTMENT: Lipsey Clinic Administrative Support

LOCATION: SPCA Main Shelter

COMMITMENT: High, same day and time each week

END DATE: Until filled

JOB DESCRIPTION

Assist the Lipsey Clinic staff with office work.

Principle Duties and Responsibilities

- Scan records and attach them to patient files.
- Confirm appointments.
- Provide customer service in-person and over the phone.
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

Requirements

- Previous veterinary/medical office experience helpful, but not required.
- Computer and office skill competency required.
- Outstanding customer service skills.
- Willingness to work with staff and volunteers.

How to Apply

No phone calls, please. Email Lydia at lipseyclinic@yourspca.org.