

WANTED: PART-TIME DRIVER, OFFICE/ MANAGER WHO CAN ORGANIZE THE SCHEDULE, WORK WITH THE DOG WALKERS AND THE CLIENTS, ANSWER ALL QUESTIONS AND EVEN FILL IN AS A DOG WALKER, AND DRIVER TO GET DOGS DELIVERED TO THE ADVENTURE LOCATION AND KEEP EVERYTHING IN ORDER!

It's a big job for an organized and enthusiastic person who likes both working inside on a computer and outside with dogs and enjoys not being bored. Zen Pet Cares is a rapidly growing business and will pay **\$20.00 per hour** to the right person! The hours are tentatively set from 8:00-12:00 but we are flexible.

REQUIREMENTS:

Take charge person who is organized and kind.

Must love pets.

Update data about clients and dogs in Zen's app.

Respond to client emails.

Work with the dog walkers to ensure all appointments are assigned a dog walker.

Meet potential clients.

Contact clients, organize schedules and make sure the business runs smoothly and all clients are satisfied.

Drive dogs to a specific location for their adventure.

Must have a car and liability insurance.

Walk dogs when the overflow requires.

If you are interested in this position, please email us in 50 words or less why you would be the perfect person for this job. We will then send you an application for employment. Thanks! Zen