



Client Services Team Members

Roscoe's Bed + Bark is a new dog daycare in Portland, providing 24/7 best in class dog daycare and boarding. We're looking for motivated, positive, dog-loving employees to join our team! The ideal candidate for our Client Services team will be professional, excited to greet our furry clients and their parents every day, and interested in opportunities to grow with a new company. We're looking for both full and part time candidates who are willing to work weekdays, weekends, evenings, and holidays.

Duties include:

- Providing best in class customer service to all clients and their pets in person, over the phone, and via email.
- Managing the operations of the daycare including greeting customers, organizing and tracking playgroups via online software, booking services and appointments, and providing daily updates to our clients.
- Maintaining a clean and professional atmosphere.
- Giving baths and nail trims for our clients as needed.
- Attending and completing additional training and certification throughout the year.
- The above list of job duties is not exclusive or exhaustive and the employee will be required to undertake such tasks as may reasonably be expected within the scope of the role.

Requirements:

- Must be able to align with, demonstrate, and reinforce our core values.
- Passion for animals.
- Excellent customer service skills.
- Excellent organizational skills.
- Desire to work in a professional, positive, team-based environment.
- Willing and able to work weekends, evenings, holidays, and during inclement weather.
- Proficiency in web based programs.
- Ability to lift and move 50 pounds.
- Must have access to reliable transportation.
- Ability to stand for several hours at a time.
- Able to pass a background check.
- Experience with animals is desired but not required.
- Experience working in customer service, greeting customers, and/or managing schedules.
- High school diploma or GED preferred.

We offer competitive pay to qualified candidates, with perks including paid vacation, ongoing professional development opportunities, and discounts on merchandise and services.

Check us out online to learn more about Roscoe's Bed + Bark! Interested candidates should email a paragraph expressing why they'd be a great fit for the Roscoe's Bed + Bark team, with resume and references attached. Incomplete applications will not be considered.