



Fayetteville

Office Assistant

Blessed Oasis Pet Resort is currently hiring for a **full-time Office Assistant** to provide top-notch customer service while answering calls and booking reservations in our **Fayetteville, NC** location.

This administrative position earns a **competitive wage** of **\$15/hour**, depending on experience.

In addition to **competitive pay** and our **supportive culture**, we offer our Office Assistants the following benefits:

- Paid time off (PTO)
- Discounts on grooming and boarding services
- Frequent snacks
- Employee awards
- Staff events and parties
- And more benefits to come!

So, now that you've learned the who, what, where, and why, you may be wondering HOW? It's easy! Just fill out our initial **mobile-friendly online application**. We hope to meet you soon!

DAY-TO-DAY:

This **full-time** administrative position offers three shift options of **7 am - 1 pm**, **8 am - 5 pm**, or **1 pm - 7 pm**. The work schedule is **5 days per week** with one of these days being either **Saturday or Sunday**.

In this office position, you help us meet the pet care needs of our clients by:

- greeting them, answering calls, and booking reservations.
- Using your exceptional customer service skills, you ensure that every individual has a great experience by addressing all of their concerns, questions, and requests.
- In addition to your customer service duties, you perform day-to-day administrative tasks as requested.
- Whether you are talking with returning customers or meeting new ones you find great fulfillment in serving others!

To Apply:

<https://blessedoasispetresort.applicantpro.com/jobs/2137349>