

FOUR PAWS is an international animal welfare organisation with Headquarters in Vienna, Austria, and has offices in more than 10 other countries. Founded by Heli Dungler in 1988, the organisation strives for improvements in animal welfare through sustainable campaigns and projects. FOUR PAWS focuses on animals that are directly under human influence, for example stray dogs and stray cats, farm animals, wild animals and companion animals kept in inappropriate housing. FOUR PAWS aims to help animals in need directly and quickly.

We are searching for a positive thinking personality with great affinity to animal welfare as soon as possible:

FRONT OFFICER ANIMAL WELFARE SUPPORT (m/f)

Part-time 40%, Tuesday and Thursday

Main duties:

- Handling telephone calls, answering emails from donors and meet visitors in connection with the projects of the foundation and the various front-office tasks from the reception
- Managing and organizing all incoming and outgoing correspondence (post, email, fax) from donors, customers and suppliers (with focus on French-speaking ones) together with the front-office team
- Advisory and referring function for local / international animal welfare requests (abuse reporting, re-homing, adopting, donations in kind, Swiss animal protection law, etc.)
- Manage and maintain office supplies and kitchen
- Keeping a record of the written correspondence from FOUR PAWS Switzerland, Managing and maintain internal lists (phone numbers, birthdays, addresses, etc.)

Requirements:

- Excellent in written and vocal communication and conversation skills
- Self-organization and Time-management, previous experience in call centres is a plus
- Dedication and passion for animal welfare and FOUR PAWS' values
- Fluent written and spoken German and minimum C1-French-level
- English knowledge – level B
- Experience in an international environment is an advantage

What we offer:

- A dynamic and pleasant working environment in a motivated team
- A fully integrated and respectful partnership within an international organisation
- An attractive working place with technically advanced infrastructure

Are you looking for such an opportunity?
We look forward to meeting you!

Please send your application in English, preferably via email, to Karin Carrillo Forster, recruiting@vier-pfoten.ch

More Humanity towards Animals

