



## **Office Assistant (Part-Time)**

Wholistic Hound Academy is the premier, award-winning training and education center for people and their dogs located in Alexandria, Virginia. We are growing and seeking a part-time office assistant to join our team. Candidates will reflect the high-quality standards of this dynamic and innovative dog training organization. We offer both in-person (using CDC guidelines) and virtual group puppy/adult dog training classes, workshops, private lessons, and an innovative Day Academy Program.

As the Wholistic Hound Academy Office Assistant, you will need to be comfortable communicating with people and their dogs. The successful candidate will have excellent people skills and enjoy being around dogs too.

We are looking for team players who love the challenges and rewards of working with dogs and their owners. While being a team player is a must, you must also be able to work independently and with minimal day-to-day supervision, while partnering well with the team members at the Academy.

This position may include weekday, evenings, and weekend work. Some of the duties include, but are not limited to: responding to telephone inquiries and email correspondence, filing, interacting with clients, scheduling appointments, processing payments, database maintenance, assisting with events, maintaining office supplies and office area, assisting with training class set-up (when needed).

The ideal candidate will possess the following skills and qualifications: High School diploma or GED; previous general office experience in a related field; self-driven; excellent customer care skills; exceptional verbal, written, interpersonal, organizational, and communication skills; proficiency in Word and G-Suite programs; attention to detail; professional appearance; excellent typing skills; strong problem solving skills; highly motivated and ability to prioritize efficiently; ability to work alone or as part of a team; enthusiastic and reliable; knowledge of basic office management procedures.

The ideal candidate will become a trusted member of the team with opportunities for growth and increased responsibility.

Benefits: employee discounts, flexible schedule

Please send cover letter and resume to: [info@wholistichound.com](mailto:info@wholistichound.com)