



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT

# Holy Dog! Inc. HIRING

## PET CARE FRONT DESK RECEPTIONIST IN FAIRBANKS

We are a FUN, WELCOMING and FAST-paced environment. This is NOT a sit-down job! It involves running dogs back and forth, putting on harnesses and collars, carrying heavy dog food bags and containers. Cleaning up messes! MUST BE CLEAN and PRESENTABLE.

As a the receptionist, you will be the first point of contact for clients, providing exceptional customer service and fostering a welcoming environment. Your core skills in communication, organizational abilities and clerical experience will be essential in managing appointments, handling inquiries and maintaining accurate records. you will efficiently support office operations. Your relevant experience with Microsoft Office and data entry will further enhance the effectiveness of our team in delivering outstanding pet care services.

**Pay:**  
\$18-\$20  
per hour

**Expected hours:**  
30-40 hours  
per week

### TO APPLY:

Send your resume  
to [reservations@  
holydoginc.com](mailto:reservations@holydoginc.com) or  
TEXT us for an interview  
at **(907) 322-6401**

### FOR MORE INFO:

[alaskajobs.alaska.gov](http://alaskajobs.alaska.gov)  
and search for "687948"

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