

We're Hiring!

Part-Time Admin/Manager – Wag 4 Tails 🐾

Love pets *and* keeping things organized? We're looking for a friendly, super-organized go-getter to help run the behind-the-scenes magic at **Wag 4 Tails**, our busy dog walking company!

This role is perfect for someone who's reliable, loves working with people (and pets!), and can handle things on their own with confidence and care.

What You'll Be Doing:

- Handle schedules and support our team of awesome sitters
- Help new clients and get them set up
- Keep things running smoothly and step in when needed
- Support sitters with training and questions
- Respond to messages from clients and our team
- Take care of invoices and recurring visits
- Be our behind-the-scenes superhero 🌟

What We're Looking For:

- Great with people and pets
- Super organized and reliable
- Tech-savvy and quick to learn new systems
- Calm under pressure and ready to jump in when needed
- Positive, kind, and fun to work with
- Loves finding solutions and making things better

Details:

🕒 15–20 hours/week

💻 Work from home

💰 \$17–\$20/hr

Love pets *and* people? Got a knack for keeping things running smoothly?
Come join the *Wag 4 Tails* family as our new **Administrator/Manager!** 🐾

To Apply: Please send your cover letter and resume to
maria@wag4tails.com