

Practice Manager - Phnom Penh Animal Welfare Society (PPAWS)

Job Description:

Are you passionate about animal welfare? The PPAWS Practice Manager works with our veterinary team at the clinic, our shelter dogs and cats, and also assists in organising Missions around the country that support stray and pagoda animals of Cambodia.

The role is full-time (40 hours) and based at the PPAWS veterinary clinic in Phnom Penh.

RESPONSIBILITIES:

- Management: be part of the management team to ensure the NGO is running smoothly to high Western medical standards
- Administration: emails/phone calls/messages; book appointments and answer questions; manage and update our online clinic system; handle income and expenses; support Front Desk where necessary; assist with the pet import and export process
- Client assistance: support our team in liaising with clients
- Shelter, adoption and fostering: actively spend time with and promote our shelter animals to help them to be adopted/fostered; ensure necessary paperwork is completed; report health issues
- Missions: organise monthly veterinary missions around Cambodia
- Social media: update our platforms (Facebook and Instagram)
- Volunteer coordination: delegate tasks and be a go-to person for any questions or problems
- Collaboration: work effectively with our PPAWS Kampot team and Country Manager

ESSENTIAL REQUIREMENTS:

- A love of animals. You must feel comfortable around animals as you will be around them every day
- Excellent/native English; other languages desirable
- Customer service and administration experience
- Be comfortable with BizXpert, Excel, Microsoft Office etc.
- A good grasp of social media and communications
- Knowledge and/or experience in animal welfare

DESIRABLE REQUIREMENTS:

- Previous experience working or volunteering in a veterinary clinic or animal shelter
- Experience in grant proposal writing

Compensation:

- End of year bonus of up to one month's salary
- Second bonus payable in April of up to one month's salary
- Immigration and visa support

Please email your resume to ppawsemployment@gmail.com