



Job Description

Job Title	Adoption Manager
Job summary	<ul style="list-style-type: none">• Proactively sources homes for the rescue animals.• Facilitates all aspects of the adoption process both locally in Thailand and Internationally.• Performs community outreach to promote adoption and provides an excellent level of customer service for visitors to the centre for general adoption inquiries
Reports to	General Manager (GM)

Duties:

- Responds to enquiries regarding local and international adoptions; educates potential adopters and matches animals to new homes in accordance with LAW adoption policies
- Weekly promotion of LAW cats at the local market.
- Performs house visits to ensure the suitability of local adoptions
- Actively promotes animal placement by marketing animals locally and on social media; keeps online animal photos and profiles updated (i.e., all animals have a profile and photo posted within 2 weeks of availability for adoption; photos and profiles are updated every two months but more frequently with puppies.
- Maintains knowledge of resident animal's behaviour and placement needs.
- Coordinates all aspects of international adoptions including veterinary care, medical and export paperwork, liaising with the livestock department, and airport transportation. Collects adoption fees and maintains contact with adopter throughout the placement/quarantine process
- Maintains adoption database to ensure all elements of the adoption process are undertaken in a timely manner
- Maintains contact with adopters to ensure regular updates on the wellbeing of all adopted animals
- Works cooperatively with LAW employees; keeping the General Manager apprised of progress on all adoptions
- Maintains contact with adopters to ensure regular updates on the wellbeing of all adopted animals

- Proactively seeks flight volunteers to ensure animals are in their new homes as quickly as possible
- Manages the transportation logistics and accompanies animals to the airport as required.

Abilities, Skills, Experience:

- Interest in and commitment to the mission of Lanta Animal Welfare
- Excellent reading, writing and speaking of English
- Good to excellent knowledge of canine and feline animal behaviour
- Excellent attention to detail, especially when it comes to adoption forms/paperwork.
- Good photography skills (or good and willing to learn how to improve)
- Proven and effective verbal, written and interpersonal communication skills
- Proficient with computers (e.g., photo editing, Microsoft Office, Word Press/limited HTML)
- Detailed oriented with strong organizational and project management skills
- Able to work independently, prioritize projects, and multitask
- Proven teamwork skills; ability to use sound judgment when dealing with volunteers, clients, animal-related concerns, and confidential information

Desirable Qualities:

- Previous experience working in an animal welfare organisation
- Driver's license

Benefits:

- Work hours: 8-hour shifts, 5 working days per week. Flexibility is required
- Free accommodation onsite at Lanta Animal Welfare or housing allowance after the successful completion of the 3 month trial period.
- Holiday entitlement is 21 days including public holidays
- Social Security
- Sick pay