



Adoptions Co-ordinator - Thai National Only

Lanta Animal Welfare is a welfare organisation dedicated to helping stray dogs and cats across Krabi and Trang Provinces. Its main centre based on Koh Lanta, Krabi provides sterilisation, hospital treatment and re-homing. LAW has a number of mobile clinic programmes, one of which is based in Muang Trang where it works alongside Trang Municipality to control the dog population through sterilisation, education and adoption.

Job Summary

This role secures appropriate new homes for rescue dogs and cats. The co-ordinator manages the full adoption process including creating animal profiles and promoting animals on social media, responding to enquiries, screening potential adopters, liaising with the centre team and supporting new owners after adoption.

Duties:

- Adoption promotion
- Responds to adoption enquiries
- Screens all potential adopters to ensure safe and appropriate homes
- Performs house visits where possible
- Works with the shelter teams to ensure accurate information regarding health and behavioural status of each animal
- Coordinates transportation and accompanies animals to their new home as required
- Provides support for adopters and keeps in touch with them regularly after adoption
- Updates all records in line with Lanta Animal Welfare's adoption policies and procedures
- Owner education

Abilities, Skills, Experience:

Essential

- Excellent spoken and written English
- Good organisational skills
- Strong communication skills, team player
- Excellent time management and ability to prioritise tasks
- Strong IT skills
- Drivers license

Desirable

- Previous experience working with animals
- Experience in marketing

Location: The post is divided between Lanta Animal Welfare Centre and Muang Trang

Type: Full-time paid position



Benefits:

5-day working week 09.00-17.00 with 2 days off per week (may be required to work weekend or flexible time depending on their duties)

21 days annual leave

Social security

Uniform

Accommodation/Accommodation allowance

Work mileage allowance

HOW TO APPLY

Please send your CV together with a covering letter detailing why you think you would be appropriate for this role, to info@lantaanimalwelfare.com