

Sanitation Supervisor

About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilises, vaccinates, administers medical treatment, shelters, promotes adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end South East Asia's dog meat trade, and is expanding within South East Asia, having recently opened an operation in Vietnam.

Soi Dog's Mission Statement is: **"To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty"**. Its core values are compassion, honesty, integrity and transparency.

JOB DESCRIPTION

Job Title and Summary: Sanitation Supervisor perform a variety of task including special projects, cleaning, sanitizing, requisitioning supplies and equipment, facilities inspection, and other duties as required based on the need of the organization.

Key Responsibilities:

- The sanitation supervisor will provide leadership and guidance to animal carers working in all medical facilities within SDF shelter in Phuket.
- Responsible for efficiently supporting a variety of operational facilities in their sanitation and cleaning needs; work in conjunction with Management Team as needed to assure readiness for upcoming projects; demonstrates good time management in planning work schedules to ensure deadlines are met.
- Establishes standards and procedures for work of carers; will be required to lead by example. Assists in the development, organization and participation of staff in departmental training programs; provides on-going supervision and coaching to improve operations with positive reinforcement and goals.
- Accountability for Departmental stock & inventory control. Periodically inventories supplies and requisitions and distributes supplies and equipment; places orders as required. Maintains records of supplies used.
- Daily inspects and evaluates cleanliness and physical condition of facilities, and submits reports to Director of Operations & Maintenance Department of recommendations for painting, repairs, furnishings, replacement of tools and equipment, etc.

Department and Supervisor: Animal Welfare Department. This position reports to the Head of Sanitations.

Skills and Qualifications:

- Thai Nationality ONLY.

- This person should possess a degree in Environmental Science, Microbiology, preferably diploma in Public Health.
- Excellent communication skills and strong leadership qualities.
- This person should speak English to at least a communicative level, knowledge of Burmese language is advantage.
- This person must be diligent, have the ability to work with diverse staff and maintain a positive attitude.
- Work experience in a veterinary hospital or animal shelter facility is an advantage.
- IT skill (MS Excel, MS Word, MS Power point)

Location: Mai Khao, Phuket

Type of Employment: Full time position.

Benefits:

- Competitive salary
- Five-day work a week 08:00-17:00 with two days off. (May be required to work weekend or flexible time depending on their duties as directed by their Head of Department/Manager)
- 19 annual holidays (including 13 Thai National Holidays) rising to 25 days with year of service
- Annual Salary Adjustment
- Annual Service bonus
- Social Security
- Provident Fund
- Uniform
- Training and Ongoing Professional Development

Soi Dog is an equal opportunities employer and does not discriminate on the basis of age, sex, sexuality, religion or disability. Soi Dog Foundation does give preference to Thai candidates for jobs in Thailand.

HOW TO APPLY

Please send your CV, together with a covering letter in English only detailing why you think you would be appropriate for this role, to hr@soidog.org to reach us by **October 31, 2018**

Short-listed candidates will be notified by email.