

Job Title: Operations Support Specialist

Organization: Sea Turtle, Inc.

Location: 6617 Padre Blvd South Padre Island Texas

Job Type: generally 35 hours a week- 10 to 4pm

About Sea Turtle, Inc.

Sea Turtle, Inc. is a nonprofit sea turtle hospital dedicated to the conservation, rehabilitation, and protection of sea turtles through public education, rescue efforts, and research. Our mission is to inspire conservation of the ocean and marine life through rehabilitation, education, and conservation efforts.

Position Overview

The Operations Support Specialist plays a crucial role in supporting the daily functions of Sea Turtle, Inc. by assisting with various operational needs. This position is dynamic and hands-on, requiring flexibility, problem-solving skills, and a passion for our mission. The individual will be responsible for cashier duties, kiosk adoption and sales and gift shop operations. Additionally, they may be required to assist with turtle handling, respond to calls, and provide general operational support in emergency responses times as needed.

Key Responsibilities

- Perform cashier and point-of-sale (POS) transactions in the gift shop and adoption kiosks.
- Provide exceptional customer service to visitors, educating them on our mission and programs.
- Gift shop, registration, cashier and other duties as assigned
- Assist in turtle handling, lifting, and transporting turtles when necessary.
- Respond to visitor inquiries and general operational calls.
- Maintain cleanliness and organization of workspaces, including gift shop, adoption kiosks, and operational areas.
- Work collaboratively with different departments to ensure smooth daily operations.
- Other duties as assigned to support the mission of Sea Turtle, Inc.

Qualifications

- Passion for the mission of Sea Turtle, Inc.
- Previous experience in customer service, retail, or administrative support preferred.
- Ability to lift and carry up to 50 lbs, including assisting with sea turtle handling.
- Strong communication and problem-solving skills.
- Ability to work in a team environment and adapt to a variety of tasks.
- Flexibility to work weekends, holidays, and varying shifts as needed
- Able to thrive in a changing dynamic environment .

Requirement

- Candidates must be 18 years of age or older and pass a criminal background check. U.S. citizenship or permit to work in the U.S. is required.and have a valid drivers license

Salary:

- This is an hourly position /non exempt position: Pay is \$12.00 to \$14.00 an hour based on experience

Apply Here <https://forms.gle/SypVS52iDnMNPb6U7>