

**AMERICAN JERSEY CATTLE ASSOCIATION
NATIONAL ALL-JERSEY INC.**

POSITION DESCRIPTION

Title: Herd Services Intern

Objective: Process records and provide customer service

Location: Based in the AJCA-NAJ Headquarters, Reynoldsburg, Ohio

Reports to: Assistant Manager, Herd Services

Responsibilities:

- Process registrations and transfers
- Mail processed papers to customers
- Process JerseyTags orders
- Process address changes and other customer database changes
- Assist customers with concerns and/or processing problems
- Mailings
- Other projects as instructed

Placement Standards:

General office knowledge and computer knowledge and skills including, but not limited to, word processing and spreadsheets. Database experience plus. General knowledge of agriculture and/or the dairy industry a plus. Willingness and ability to learn new computer applications. Must be able to communicate effectively with customers. Ability to multi-task.

Contact: Contact with dairy farmers and dairy industry personnel by telephone and written correspondence.

Salary: Part-time summer intern. Hourly rate, up to 40 hours per week.

Working Conditions:

1. Normal office hours: Monday through Friday, 8:00 a.m. – 4:30 p.m.
2. Employees offered 30-minute lunch and two (2) 15 minute breaks.
3. Employer offers a smoke-free environment.

This position description in no way states or implies that these are the only duties to be performed by this employee. This person will be required to follow any other instructions and to perform any other duties requested by the Assistant Manager for Herd Services, Herd Services Manager, and/or Executive Secretary or his designate.

AJCA-NAJ, April 2018