

POSITION ANNOUNCEMENT & DESCRIPTION
AMERICAN JERSEY CATTLE ASSOCIATION ~ NATIONAL ALL-JERSEY INC.

Title: Herd Services Assistant

Objective: To process records and provide customer service. To provide support to Herd Services and Genetic Programs.

Location: Based in the AJCA-NAJ headquarters offices, Reynoldsburg, Ohio.

Reports to: Assistant Herd Services Manager

Responsibilities: Herd Services Assistant will have these responsibilities:

Herd Services

- Fully integrated in all aspects of marketing and ordering JerseyTags, along with servicing JerseyTag customers;
- Registration and ID Updates: Request and work with PC DART cow and heifer inventories, work with and process ID files from herd management software programs for registrations, Genetic Recovery, ID updates and error corrections, work with Unregistered Cow Reports generated from herd inventories associated with the type traits appraisal program;
- Process CDCB Error Files associated with ancestry and type updates;
- Investigate missing lactation records, and process updates and corrections;
- International correspondence including but not limited to registrations, nominations, micro-satellite request and AI documentation; and
- Assist with mailings as needed.

Genetic Programs

- Fully integrated in all aspects of marketing and ordering Genomic Testing, along with servicing Genomic Test customers. Assist with distributing genomic test results and associated correspondence.
- Assist with compiling and distributing quarterly and annual summaries of AJCA Type Appraisal activity and assist with material prepared for annual Type Conference.
- Assist with mailings and compiling information related to the AJCA research program.

Other

- Provide switchboard assistance as needed.
- Provide mailroom assistance as needed.

Placement Standards

Well-organized, self-motivated and detail-oriented individual possessing general office knowledge and computer skills including, but not limited to, Microsoft word processing, spreadsheet and database applications, and Adobe InDesign; Web application experience desirable. Strong written and oral communication skills. Position requires frequent contact with members and dairy industry professionals. Ability to handle multiple on-going projects and prioritize assignments across different departments. General knowledge of agriculture and/or the dairy industry a plus.

Working Conditions

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

Salary

Commensurate with qualifications. Employee benefit package available.

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 reasonable instructions and to perform any other duties requested by department managers, the Executive Secretary & Chief Executive Officer, or his designee.

May 2021