

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

POSITION DESCRIPTION

Title: Administrative Assistant (JMS)

Objective: To assist in the planning, maintaining and coordinating of all activities pertinent to the daily operations of Jersey Marketing Service (JMS).

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

Reports To: Jersey Marketing Service Manager

Responsibilities:

- Answer telephone calls. Take messages and assist the JMS Manager. Always keeping in mind to be positive and energetic because we are in the sale business.
- Maintain JMS files, including private treaty files, consignment sale files, catalog files, and other correspondence files.
- Coordinate, review and create private treaty memos for the accounting department in a prompt manner.
- Assist with the coordination of consignment sale selections, making sure pedigrees are ordered and all information is organized and accurate for catalog preparation.
- Coordinate flyer and catalog printing.
- Coordinate and maintain mailing lists for flyer and catalog mailings.
- Mail flyers and catalogs to customers for JMS sales (including preparing, stuffing envelopes and applying postage for postal pickup, etc.).
- Clerk JMS public and JerseyBid sales.
- Provide accurate sale information to the accounting department for billing and payment.
- Process registrations and transfers information related to JMS sales.
- Assist with hotel and travel reservations as needed.
- Report Work Processed information to the Executive Secretary's office monthly.
- Other administrative duties as assigned.

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 data base 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.

Contact: Frequent contact with customers and dairy industry personnel by telephone, in person and via e-mail.

Working Conditions: Full-time position. Position requires some travel including overnight. Evenings, weekends and holidays would be required to carry out the responsibilities.

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 the Jersey Marketing Service Manager, the Executive Secretary, or designee.

July 2017