



Registry/Member Services Assistant – Canadian Limousin Association

Medicine Hat, AB

The Canadian Limousin Association (CLA) is a non-profit, member-owned organization. Our primary function is to maintain the pedigree herd book of Limousin cattle in Canada. As the Registry/Member Services Assistant, you're at the heart of the day-to-day operations of the CLA. You assist members over the phone and via email daily, while also completing registry work in a timely manner. You move quickly with changing demands and support the General Manager and the rest of the CLA team as requested. In addition to being organized and analytical, you possess strong judgment and communication skills needed to interact with a variety of people and job functions. You have a background in the beef industry and administrative experience.

RESPONSIBILITIES:

- Answer member questions and complete their requests in a pleasant and timely manner
- Complete registry work such as animal registrations, transfers, data entry and DNA work
- Manage company and member records
- Handle incoming and outgoing mail
- Accounts Receivable, manage invoicing and bank deposits
- Assist with social media, email blasts, website updates, and monthly newsletter
- Ordering of office supplies and handling issues with office supplies/equipment/procedures
- Assist General Manager as requested

QUALIFICATIONS:

- Willingness to learn online registry system and the policies and procedures of the association
- Administrative Experience
- Proficiency in Microsoft Office, good keyboarding skills
- Excellent telephone and communication skills
- Ability to work independently and as part of a team
- Ability to multi-task, work quickly and efficiently in a fast-paced environment
- Highly detail-oriented, with strong organizational, planning and time management skills
- Conducts themselves in a professional manner, and able to keep information confidential

ASSETS:

- Background in the beef industry, breed association knowledge, Adobe InDesign knowledge, ability to speak French.

This is a part-time position. The candidate must be able to work in the Canadian Limousin Association office in Medicine Hat, AB. Some flexibility in terms of days and hours of work may be offered to the right person. Interested applicants may submit their resume and cover letter to

Laura Ecklund, Canadian Limousin Association General Manager at info@limousin.com

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Application Deadline March 21, 2022.