



The Canadian Simmental Association is seeking an out-going and organized individual to join our Registry & Member Services team in Calgary, Alberta. Reporting to the Office Manager, you will support the entire Registry and Member Services department in an effective, efficient and courteous manner. Core responsibilities are to provide customer and data entry support to our members across Canada. The successful candidate will have excellent communication skills (verbal and written); proficient in computer/data entry and well organized with the ability to multi-task and prioritize responsibilities. Must be able work independently and within a team. Knowledge of the cattle industry is an asset but not required. Please submit resume by December 5 to Barb Judd @ bjudd@simmental.com .

Specific Responsibilities

- Data entry of incoming registry data in a timely matter, such as Total Herd Enrollment, registrations, transfers, performance data, DNA and various other products offered by the CSA
- Online Simmental.com program member support
- Customer support of inquires via phone, email, mail and in person, in a professional and courteous manner
- Prepare mailout of products to the CSA membership
- Maintain proper filing of membership and data entry information
- Assist administration, marketing, IT and breed improvement with special data inputting or data management programs along with other miscellaneous projects as assigned.

Qualifications

- Willingness to learn a customized registry computer system and bylaws, policies and procedures of the CSA
- Proficiency in Microsoft office, good keyboarding skills
- Excellent telephone and communication skills
- Ability to work very 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 are essential
- Must possess strong judgment and analytical skills
- Conducts themselves in a professional manner, and able to keep information confidential
- Knowledge of cattle industry considered an asset but not required
- Ability to speak French considered an asset but not required.