



Administrative Assistant

The Canadian Simmental Association (CSA) is seeking an energetic, motivated and organized individual to join us in our Calgary office. Core responsibilities are administrative assistance to CSA management team, administration; and support to the Friends of Canadian Simmental Foundation (FCSF), membership customer service and data entry support as well as assistance to the CSA programs coordinator for communication through social media, email and website.

The successful candidate will have excellent communication skills (verbal and written), and will be expected to become proficient in computer/data entry and organized with the ability to multi-task and prioritize responsibilities. We want someone who can work independently and within a team. Knowledge of the cattle industry is an asset but not a necessity.

He/she will: (These duties will include but not be limited to)

- Provide support to the CSA Management team (General Manager and Office Manager)
- Administration of the Friends of Canadian Simmental Foundation
- Provide support to membership and registry staff through customer service and data entry. Willingness to learn a specific registry computer system and bylaws, policies and procedures of the CSA.
- Provide support to programs coordinator for membership communications through social media, website and email.
- Assist administration, marketing, IT and breed improvement with special data inputting or data management programs along with other miscellaneous projects as assigned.
- Work effectively as part of the CSA team. This will be done with professionalism and in a manner which is positive to the Association, its directors and staff.
- Provide monthly timesheets and weekly activity reports to management team.

Abilities & Experience:

- Preference of 3 years of experience in the agriculture industry and in particular strong knowledge of the beef cattle industry
- Strong interpersonal skills and ability to work as part of a team and/or independently.
- Program administration skills including financial management, budget preparation and reporting.
- Ability to multitask, work quickly and efficiently in a fast-paced and priority- changing environment.
- Strong working knowledge of computer programs, social media tools and willingness to use all applications.
- Highly detail oriented with strong organizational, analytical, planning and time management skills are essential.
- Excellent oral and written communication skills

- Conducts themselves in a professional manner, and able to respect confidentiality.

Along with your resume please include:

- Description of past employment experience
- Explanation of abilities and resources available to meet the responsibilities.
- Salary expectations

Please submit all resumes by email by September 29, 2023, to Bruce Holmquist, CSA General Manager, at bholmquist@simmental.com or Barb Judd, CSA Office Manager, at bjudd@simmental.com

All applications will remain confidential and only those selected for an interview will be contacted.