



RED ANGUS

ASSOCIATION OF AMERICA

Title: Registry Specialist

Location: Red Angus Association of America Headquarters in Denver, CO

Report to: Registry Manager

Start date: Late spring 2017

Job Purpose: The Registry Specialist will be a member of the Member Services Department and is responsible for maintaining all member data, including ARA Magazine subscriptions, mailing lists, registrations, transfers, THR calendar, cattle performance metrics, DNA parentage, ultrasound data, sire ID carcass data, herd EPDs and genetic defect status reports. Member data submissions are completed using paper, fax or electronic submission, through an Excel-based software portal. Educating members on how to use Red Angus Association software is also a growing part of this position.

Qualifications:

- Accurate and efficient data entry and document preparation
- Ability to focus and successfully multi-task in a fast-paced, high-volume, customer-service environment
- Logical thinking skills and reasoning abilities
- Effective communication skills using various means including written, email, and telephone
- Proficient in Excel
- Working knowledge of Mac computer systems
- Team-oriented, self-motivated, and customer-service focused
- Beef cattle background preferred

Duties and Responsibilities:

- Administer, execute and help maintain the Red Angus registry
- Provide customer service for the entire membership and stakeholders concerning issues and topics related to the Member Services Department
- Maintain accurate records of complete and in-process work
- Problem solving concerning data entry and database management
- Proficient knowledge of the RAAA rules and regulations which govern the registry, DNA and other office procedures to educate members
- Other responsibilities based on skill sets and determined by the Registry Manager

Education:

Appropriate Degree(s) and experience to carry out duties and responsibilities

Direct Reports: None