

Title: Registry Specialist

Location: Red Angus Association of America headquarters in Commerce City, CO

Reports to: Registry Manager

Application Process: Email Angelia Brooks, Registry Manager, at angelia@redangus.org with cover letter and resume. Screening of candidates to begin immediately.

Job Purpose: The Registry Specialist will be a member of the Member Services Department and is responsible for maintaining all member data including memberships, accounts receivable, ARA Magazine subscriptions, mailing lists, registrations, transfers, THR calendar, performance, DNA parentage, ultrasound data, sire ID carcass data and generations of production, herd EPDs and Genetic Defect Status reports. Data submissions will be completed using paper, fax or electronic submission, through an excel based software portal.

Qualifications:

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

Duties and Responsibilities:

- Administer, execute and 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
- Possess proficiency in the RAAA rules and regulations which govern the registry, DNA and other office procedures
- Other responsibilities based on skill sets and determined by the Registry Manager

Education:

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