

POSITION ANNOUNCEMENT & DESCRIPTION
AMERICAN JERSEY CATTLE ASSOCIATION ~ NATIONAL ALL-JERSEY INC.

Title: Parentage Qualification Coordinator & Herd Services Assistant

Objective: Coordinate Qualification Program, process tag orders and records. To provide support to Herd Services and Genetic Programs.

Location: Based in the AJCA-NAJ headquarters offices, Reynoldsburg, Ohio.

Reports to: Herd Services Manager and Assistant Herd Services Manager

Responsibilities:

Parentage Qualification Program

- Coordinate all aspects of the Parentage Qualification Program (including, but not limited to marketing and ordering of Micro-Satellite/DNA and genomic testing);
- Provide customer service for genomic test customers (including, but not limited to distribution of genomic test forms/kits and genomic test results);
- Process and input test results into the AJCA database.
- Resolve parentage qualification issues/conflicts.
- Provide follow-up for animals requiring parentage qualification not yet complete.
- Provide required documentation to export Jersey genetics as requested by AI companies, export organizations and foreign country herdbooks.
- Obtain required documentation for imported Jersey genetics.

Herd Services

- Fully integrated in all aspects of marketing and ordering JerseyTags, along with servicing JerseyTag customers.
- Process registrations and transfers.
- Issue new customer numbers and process updates.
- Process membership applications.
- Process NAAB stud code additions and updates.
- Assist with mailings as needed.

Other

- Provide switchboard assistance as needed.
- Provide mailroom assistance as needed.
- Other miscellaneous duties as instructed.

Placement Standards

Well-organized, self-motivated and detail-oriented individual possessing general office knowledge and computer skills including, but not limited to, word processing, spreadsheets and data base experience. General knowledge of agriculture and/or the dairy industry a plus. Willingness and ability to learn new computer applications. Must be able to communicate effectively with customers. Ability to multi-task.

Working Conditions

1. Normal office hours: Monday through Friday, 8:00 a.m. – 4:30 p.m.
2. Employee offered 30-minute lunch and two (2) 15-minute breaks.
3. Employer offers a smoke-free environment.

Salary

Commensurate with qualifications. Employee benefit package available.

This Position Description in no way states or implies that these are the only duties to be performed by this employee. This person will be required to follow any other reasonable instructions and to perform any other duties requested by department managers, the Herd Services Manager or Assistant Herd Services Manager or his designee.

January 2023