

**AMERICAN JERSEY CATTLE ASSOCIATION
NATIONAL ALL-JERSEY INC.**

POSITION DESCRIPTION

Title: Administrative Assistant, Jersey Marketing Service / *Jersey Journal*

Objective: To produce catalogs for Jersey Marketing Service (JMS) and provide administrative assistance to JMS in the home office in Reynoldsburg, Ohio. Also provide assistance to *Jersey Journal* with the administrative tasks in helping to produce the magazine.

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

Reports to: *Jersey Journal* Editor, JMS Manager, Treasurer

Responsibilities:

I. Jersey Marketing Service

- Answer telephone calls. Take messages and assist the JMS Manager.
- Produce JMS catalogs and other JMS promotional and sales material as instructed.
- Coordinate printing and mailing of catalogs.
- Help create Jersey Marketing Service catalog websites.
- Coordinate office work for Jersey Marketing Service. Maintain JMS files, including private treaty correspondence, consignment sale files, catalog files and normal correspondence files.
- Manage all mailings for Jersey Marketing Service (e.g., health letters, consignment letters, advertising, catalogs)
- Provide work processed information to the Executive Secretary's office.
- Manage all spreadsheets for Jersey Marketing Service sales and communicate weekly with the field staff with updates.

II. Jersey Journal

- Manage the *Jersey Journal* subscriptions and mailings within department.
- Provide assistance to the Editor and staff as needed on magazine production.
- Help maintain *Jersey Journal* website

III. Accounting Department

- Provide administrative assistance to the Treasurer and accounting department as needed.
- Other projects and duties as instructed

Placement Standards:

General office knowledge and computer knowledge and skills including, but not limited to, word processing, spreadsheets and data base experience, as well as Adobe Creative Suites. 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.

Contact: Frequent contact with dairy farmers and dairy industry personnel by telephone and written correspondence.

Salary: Commensurate with experience.

Working Conditions:

1. Normal office hours – Monday through Friday, 8:00 a.m. – 4:30 p.m.
2. Employees offered 30-minute lunch and two (2) 15 minute breaks.
3. Employer offers a smoke-free environment.
4. Employer offers health insurance.
5. Employer offers life insurance.
6. Employer offers short and long-term disability.
7. Employer offers 401(k) pension plan.

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 instructions and to perform any other duties requested by the Jersey Marketing Service Manager, Jersey Journal Editor, Treasurer, or Executive Secretary or his designee.