



AMERICAN BERKSHIRE ASSOCIATION Office Administrator Position

POSITION DESCRIPTION:

The Office Administrator will work with membership, staff and the board of directors to manage the office of the American Berkshire Association. This position is responsible to provide a professionally run office with excellence in customer service to Association members and patrons through regular communication in an effective and efficient method. The position is also responsible for preparing and entering information into the Association database. The individual works collaboratively and transparently with the Board to ensure the delivery of short-term objectives and the long-term vision.

The American Berkshire Association is seeking an energetic professional who embraces the challenges of multiple tasks. Experience in handling a wide range of administrative tasks and able to work independently with minimal supervision. Well organized, flexible and enjoy the opportunity to work with customers' diverse needs.

POSITION RESPONSIBILITIES:

Office responsibilities include but are not limited to:

Manage daily Association services and resources in a professional, efficient and timely manner (e.g., mail, data entry, input member's records, billing, filing systems, and other clerical tasks), process daily pedigree work in a timely and efficient manner (litter registrations, transfers, and AI certificates); follows up with members when additional information is needed to complete pedigree request; oversee DNA banking and testing; maintain Association financial accounts and ensure monthly bank reconciliations are completed; operate daily accounting software, create invoices, apply payments, ensure accounts payable are paid in a timely manner, and send monthly membership statements; process payroll; maintain Association financial accounts; coordinate schedule and allocate applicable tasks to part-time employees and/or interns; provide general support to visitors and guests; oversee maintenance of office equipment; effectively communicate with customers via all platforms of available communication (e.g., phone, email, facsimile); work with appropriate staff and board members to maintain current Association information on the Association's website and social media platforms; ensure security, integrity and confidentiality of all breeder and Association data.

Association's preparation and close out for shows and sales include but are not limited to:

Hire, arrange travel for, and pay judges; coordinate collection of all entry fees and compile an entry list for each show; make pen cards including a pedigree; communicate to Activities Committee Chair regarding a show management plan (will not be required to attend shows); order awards; pay expenses and accurately close out national sales.

Association's publication responsibilities include but are not limited to:

Recruit advertisers; provide appropriate information to editor; coordinate authors to write feature stories; communicate to members regarding advertising deadlines; review advertisements; send invoices to advertisers; request reports from Activities Committee Chair and Breed Improvement Committee Chair; proofread copy; coordinate authors to provide written Berkshire story and photos for the June-July issue.

Association annual and board meetings responsibilities include but are not limited to:

Prepare and present applicable operational reports 30 days prior to the respective board meeting (e.g., office, financial, etc.), secure board meeting venue (e.g., office space, board member lodging, business travel, meals), prepare the election and informational packet for the annual meeting, send out the ballot and annual meeting packet, order awards for the annual meeting, prepare annual report and presentation.

External office responsibilities include but are not limited to:

Maintaining a cooperative working relationship with the following entities- American Berkshire Association Foundation, Team Purebred, National Swine Registry, Certified Pedigreed Swine and National Swine Livestock Council, self-manage professional development (e.g., workshops, short courses, etc.).

REQUIREMENTS:

- Excellent communication skills including telephone, written and presentation.
- Effective interpersonal and organizational skills, including customer service, staying calm under pressure, and problem-solving skills.
- Must show patience and tact when communicating with customers (breeders) during calls and via electronic communications.
- Strong ability to organize, prioritize, assess and execute multiple activities simultaneously.
- High regard to attention to detail and problem solving.
- Proficiency in Microsoft Office database, Quick Books, and office equipment and/or software necessary to complete the tasks.
- Ability to work independently as well as a team environment.
- Competence in using technology for planning, budgeting, organizing, program delivery, record keeping and reporting, and team-based communications.
- Performance- and outcomes- driven aligned with goals and objectives consistent with American Berkshire Association's strategic plan.
- Operate under the non-exempt employee guidelines of the American Berkshire Association Employee Handbook.
- A positive attitude, willingness to learn and dependability.

AMERICAN BERKSHIRE ASSOCIATION:

The American Berkshire Association is the nation's first swine registry dating back to 1875. The association registers over 6,000 litters annually and currently has more than 750 members. The Association's goal is to promote the Berkshire breed and maintain breed purity through the registration of purebred Berkshires. The Association is comprised of the parent company, the American Berkshire Association located in West Lafayette, IN, along with its two subsidiaries: American Berkshire Association Foundation and the Berkshire Meat Products, LLC. The American Berkshire Association is an EOE.