

Berkshire Secretary - Position Summary:

The American Berkshire Association is currently seeking candidates for a part-time Berkshire Secretary position, based in the West Lafayette, Indiana office. This position has the potential to transition into a full-time role.

The ideal candidate will be a trusted and valued member of our team. Due to the cyclical nature of our business, we are particularly interested in applicants who demonstrate an aptitude for rapid learning, multitasking, and exceptional customer service. Please see below for a detailed list of responsibilities for the Berkshire Secretary position.

Qualifications & Experience:

- Previous experience in secretarial fields or other related fields
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Must have strong Microsoft Office, Excel and Outlook skills
- Work within a team environment
- Agricultural background is beneficial but not required.
- QuickBooks knowledge is preferred.
- Willingness and ability to travel

Responsibilities:

- Manage incoming and outgoing communications, including phone calls and emails, while demonstrating excellent phone etiquette.
- Provide customer support by addressing inquiries and resolving issues promptly.
- Maintain organized filing systems for both physical and digital documents to ensure easy retrieval of information.
- Perform data entry tasks accurately and efficiently, ensuring all information is up-to-date
- Provide Accounts Payable support including managing specialty payment processes including member payments.

Description is not all-inclusive; responsibilities may be added or changed as needed.

A valid driver's license is required.

Applications for this position will be accepted until the selection of a qualified candidate.

Interested applicants must submit their cover letter, resume, and references by mail or email to the following address:

Rose Criswell
American Berkshire Association
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West Lafayette, IN 47906
rose@americanberkshire.com