

RED ANGUS

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Title: Member Services Specialist

Location: National Red Angus Office - Commerce City, CO

Full-Time:

Primary Job Purpose:

The qualified candidate will assist the RAAA Member Services and Value-Added Departments in helping maintain all member data and shipping tags for various RAAA programs. To execute these tasks one must learn the RAAA database(REDSPRO), help answer questions from the membership and providing help with data submission and database functions via phone and email. Data submissions will be completed via transfer of data from paper, fax or electronic submission, into an excel-based real time software portal.

Value Added tag shipping Responsibilities:

- Accurately record, process, and assemble detailed data/information in accordance with USDA Process Verified Program requirements and other Commercial Program requirements.
- Collect, input and evaluate detailed data into the supply management database.
- Prepare and gather daily outgoing shipments
- Ensure proper shipping allotments and distribution
- Electronic filing/recordation of completed work
- Maintain inventoried materials and communicate inventory levels accurately
- Willing to travel to/from storage unit daily (4.5 miles)

Member services responsibilities:

- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivables
- Answers billing, membership, and data questions from the RAAA membership
- Provides member education through various forms of communication
- Administer, execute and maintain the Red Angus registry
- Review data for errors, correcting and checking output
- Provide customer service for the entire RAAA membership and other stakeholders regarding issues and topics related to the Member Services Department
- Proficiency in the RAAA rules and regulations which govern the registry, DNA and other office procedures
- Provides assistance to the front desk receptionist and other departments as needed
- Other responsibilities and projects based on skills as determined by the office manager and CEO

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Qualifications:

- Able to obtain an AIMS username with the United States Department of Agriculture
- Excellent oral and written communication skills
- Accurate and efficient in data entry and document preparation
- Ability to multi-task in a fast-paced environment
- Comfortable with computers (mac preferred) and related technology, including printers
- Self-motivated and able to work in a team environment
- Superb attention to detail and ability to cross-reference between documents
- Understand and execute deadlines
- Must be willing to learn the Red Angus database for day-to-day operations

Education/Experience:

- Bachelor's degree in Animal Science or Agriculture preferred
- Beef cattle industry experience preferred

Interested candidates may submit a cover letter, resume and list of three references to Halla@redangus.org by August 16th.