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Job Title: Yorkshire Secretary

Position Summary: The Yorkshire Secretary position reports directly to the Pedigree Department Director and works functionally across multiple departments within the National Swine Registry. This role is based in West Lafayette, IN and business travel is required for this position. This role is responsible for registration and transfer services of Yorkshire swine, phone coverage and customer service, and basic business tasks and assignments. Travel to shows and sales to catalog shows and clerk and closeout sales is required.

Location: NSR Office, West Lafayette, IN

Application Requirements:

- ✓ Highly organized, proficient, ethical, and in tune to confidentiality of accounts required
- ✓ Excellent communicator and relationship builder
- ✓ Meet and interact with the public in a welcoming and professional manner
- ✓ Detail oriented, accurate, and trustworthy
- ✓ Ability to follow detailed instructions
- ✓ Ability to be coached within position requirements
- ✓ Ability to work independently with little supervision
- ✓ Proficient and comfortable with data entry in Microsoft Office Products (Excel & Word specifically)
- ✓ Knowledge of livestock industry-specifically swine- is encouraged but not required

Responsibilities

- ✓ Pedigree services including but not limited to registrations and transfers of Yorkshire Swine, mailings, and show entries.
- ✓ Assist in customer database management
- ✓ Large data look up and input required on a regular basis
- ✓ Assist with mass mail outs of customer statements, delinquent letters, thank you/tax receipt letters, and ballots
- ✓ Scanning of source documents for data retention
- ✓ Light filing and preparation of accounting records for seven-year storage
- ✓ Data entry and management of show and sale catalogs, sale clerking and closeout
- ✓ Show/event preparations: show entries, pen cards, pedigrees, etc.

* Required to sign conflict of interest and confidentiality statements

* Interested Applicants apply by October 6, 2023, and should submit resume, cover letter, and three references to:

Ms. Lisa Kennedy- Pedigree Department Director

2639 Yeager Road

West Lafayette, IN 47909

765-463-3594

lisa@nationalswine.com