



POSITION DESCRIPTION
REGISTRAR –12 MONTH MATERNITY LEAVE VACANCY
5 DAYS PER WEEK - 8.30AM – 5.00PM

- Role:** To work with the Senior Registrar and registrar's to maintain Angus Australia's various herd registers and assist in the development and implementation of innovative registration procedures and other services.
- Reports to:** Senior Registrar
- Location:** Armidale NSW
- Base Package:** Base salary - negotiable based on experience, plus superannuation at current government prescribed level.
- Authority Level:** Adherence to defined Angus Australia Regulations.

Duties and Responsibilities

1. Receive animal registration requests and enquiries, check, validate and process transactions and dispatch results.
2. Produce web based sale catalogues, paper based sale catalogues and promote them.
3. Liaise with Accounts and invoice registration services.
4. Proactively market Register Services to increase cattle registration levels.
5. Assist with DNA processing to quality assure pedigrees and genetic testing.
6. Liaise with Membership Services Officer to encourage new membership and facilitate new member take-on.
7. Take a leading and proactive role in encouraging members to use the electronic batch and email data entry facilities as well as our website facilities.
8. Assist in the development and implementation of innovative registration procedures and value added services.
9. Collate and dispatch documents for bulk mailings.
10. Work as a team member with other staff, laboratories, consultants and members.
11. Assist with web/member log on area enquires.
12. Assist with other duties as required.

Essential Criteria

1. Demonstrated high administrative orientation with accuracy.
2. High level of communication skills both verbal and written.
3. Ability to manage multiple tasks efficiently.
4. Highly developed keyboarding skills – touch typing.
5. Well developed skills and experience with office computer systems; including Microsoft Word, Excel, Fireworks or Photoshop, Outlook and the World Wide Web.
6. Demonstrated interest in and affinity with the beef industry.