

National Association of Animal Breeders



8413 Excelsior Drive, Suite 140 • Madison, WI 53717 • USA PHONE: 608.827.0277 • FAX: 608.827.1535 • Email: naab-css@naab-css.org

Position Description

Position Title: Administrative Assistant/Part Time

Reports To: President

Essential Duties and Responsibilities:

- Provide general office support with a variety of clerical activities and related tasks.
- Answer incoming calls, directing calls to appropriate staff members.
- Process materials for mailing and freight shipment from Madison office.
- Open specific mail, scanning and routing as appropriate and file original documents.
- Perform word processing and transcription.
- Keep correspondence files up to date and current.
- Update mailing lists, outlook address book lists and update information on company website.
- Assist staff to complete key projects within required time lines and perform other duties as required.
- Coordinate arrangements for NAAB Board and committee meetings as directed by management.
- Prepare and print programs for NAAB Annual Meeting and Technical Conferences for staff review. Prepare proceedings for final printing.
- Prepare syllabus material for Board and committee meetings.
- Maintain and update procedures manual as required.
- Maintain schedules of staff and assist with some travel arrangements.

Requirements:

- Possess high school diploma or equivalent (GED).
- 6 months to 1 year of relevant experience and/or training, or equivalent combination of education and experience.
- Working knowledge of MS Office programs including: MS Word, Excel, Photoshop, Adobe, Publisher, Power Point and PKZIP.
- Possess strong organizational skills with attention to detail.
- Possess exceptional interpersonal communication skills.
- Must be a self-starter with the ability to work independently on assigned tasks as well as to accept direction on given assignments.

Applications should be submitted to:

National Association of Animal Breeders
Attn: Jay Weiker, President
8413 Excelsior Drive, Suite 140
Madison, WI 53717
Email: jweiker@naab-css.org