

World Wide Sires Job Posting

Office Assistant

World Wide Sires Ltd. is a leading international cattle genetics marketing organization. We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations for travel arrangements, and generally being a helpful and positive presence in the workplace.

To be successful as an Office Assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Office Assistants must be comfortable with computers, general office tasks, and excel at both verbal and written communication, being proficient in Microsoft Office (Word, Excel, Outlook). Most importantly, Office Assistants should have a genuine desire to meet the needs of others.

Position Description:

In this position you will work closely with the Director of Advertising, Advertising & Marketing Assistant, and the Order Department Manager. Duties include, but are not limited to:

Public Relations - assisting with tour arrangements to include hotel reservations, dinner reservations, rental car reservations, updating itineraries, and other details related to tours. Responsible for promotional items (ordering, inventory, distributing). Sending thank you cards, Christmas cards, and special gifts.

Position will also handle meeting room arrangements, to include maintaining schedule and arranging refreshments and lunch as requested. In addition, responsible for maintaining calendar for company vehicles, scheduling maintenance, being certain vehicles have fuel and are clean for staff. Running errands as needed.

Order Department – assisting Order Department with checking health papers, entering packing lists, and preparing invoices for shipments.

Reception – answering phones and opening office each morning.

Experience:

Prior clerical/computer experience and/or education necessary.
Must possess a valid driver's license

Please send resume to:

Attn: Human Resources Manager

World Wide Sires Ltd.

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