

World Wide Sires Job Position Administrative Coordinator

Skills:

- * Excellent interpersonal, written, and verbal communication skills
- * Ability to handle multiple projects
- * High level of accuracy
- * Deadline oriented
- * Ability to work well in a team environment
- * Strong email management skills
- * Dairy industry knowledge a plus

Experience and knowledge of the following technologies (strongly desired):

- * Microsoft Office (Word, Excel, Access, Outlook)
- * NAV – Microsoft ERP Solutions or similar program
- * CRM software knowledge
- * Prior clerical/computer experience and/or education necessary

Position Description:

In this position you will work closely with an Area Directors of Marketing (ADM), international customers, supplier/owner personnel, and staff. Administrative Coordinator is responsible for providing administrative support to one or more ADMs.

Candidate is responsible for composing emails to customers and staff, ensuring proper follow through on customer and ADM requests, and maintaining a pending file for ADM.

Candidate will handle all details of ADM's travel including maintaining calendar, travel arrangements, visas, airline tickets, etc. Responsible for travel arrangements for supplier/owner personnel, WWS staff, and industry contacts traveling to ADM's areas of responsibility.

Various duties will be assigned to Administrative Coordinator to assist department with processing of animal genetic evaluation records, preparing lists for internal/external contacts, compiling data for customers, and other duties as assigned to assist department with genetic evaluations.

Responsible for maintaining address books/mail list for all countries ADM is assigned to. This includes preparing publications for distribution and preparing all necessary paperwork.

The successful candidate will have excellent customer service, organizational, and time-management skills and should have understanding of basic accounting functions. Candidate will be required to work full-time at Visalia location.

Please send resume to:

World Wide Sires Ltd.

Attn: Human Resources Manager

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Visalia, CA 93291

e-mail: info@wwsires.com