

Communications-Office Assistant Job

Wisconsin Livestock Identification Consortium

Verona, WI

Position: Full-Time (40 Hours Per Week)

Job Description and Responsibilities:

The office assistant will support data entry and data management functions of the Wisconsin Livestock Identification Consortium, as well as communications support. The position will provide technical phone support to users of the WLIC premise registration information system and will handle information requests and resolve registrant issues through written and phone correspondence. In addition, employee provides administrative assistance and support for the Executive Director. This position reports to the Wisconsin Livestock Identification Consortium's Executive Director.

Specific job responsibilities include, but are not limited to:

Premise Registration:

- Provide technical phone support to users of WLIC premise registration information system, receive and resolve registrant questions and issues, communicate information regarding Wisconsin's mandatory premises registration system, and provide current information on all related voluntary programs.
- Entry and processing of new registrations and renewal forms from paper, phone and various electronic means including help desk requests. Responsible for accurate data upkeep and maintenance.
- Process and validate premises registration exceptions.
- Validate and update license information provided by DATCP. (Milk Licenses, Deer & Fish Licenses)
- Prepare and mail information to registrants. (Card letters mailed)
- Process and distribute daily obtained electronic data files. (data logger downloads)
- Process paper animal ID records provided by DATCP or other entities. (Calf slips and tag applications)
- Resolve incomplete accounts and track related communication to forward to DATCP.

General Office/Backup:

- Perform daily office tasks: data entry, filing, copying, organizing, etc.
- Provide backup duties in the absence of other office staff, including but not limited to: preparing meeting materials and supplies and assist in the training of new, seasonal, or temporary staff.
- Develop, generate and distribute data reports.
- Process office (unload, count, and distribute) and returned mail.

DNA County-State Fair Program/Other Special Programs:

- Assist in preparing and transporting of equipment and materials to necessary locations.
- Assist with the implementation of Animal ID projects such as county fair and Ag event projects.
- Work with the Office Manager and Director to obtain a full understanding of the WLIC projects.
- Assist with booth at World Dairy Expo and Fair Tech Days as assigned.

Communications:

- Prepare, proofread and type office documents as assigned (letters, newsletters, presentations, etc.).
- Assist with daily, weekly, monthly social media posts (including Facebook, Instagram, etc.).
- Assist with WLIC website updates.
- Assist with WLIC power point presentations, board materials as assigned by Director.

Other:

- Assist the Director and Office Manager with special projects as assigned.

Interaction and liaison with:

Livestock producers, industry, state government officials and the general public.

Well qualified candidates will have a high school diploma with a minimum of 2 years' experience in an office environment, or a two-year degree. A strong computer background in Outlook, Excel, Word, 10 Key entry is required. Must have good attention to detail, excellent verbal communication skills, experience in managing confidential information and supporting computer software is also key for this position. Agriculture background is preferred, but not required.

Submit Application and Resumes to:

Deadline: Job Open Until Filled:

Wisconsin Livestock Identification Consortium

Jodi Legge – Executive Director

135 Enterprise Drive

Verona, WI 53593

Phone: 608-848-1907

Email: jlegge@wiid.org

WLIC is an equal opportunity employer

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