



# American Brahman Breeders Association- Office Assistant

Job Posted 2/10/2021

The American Brahman Breeders Association (ABBA) is seeking qualified candidates for an Office Assistant position. The office assistant will assist members and staff in carrying out the responsibilities of the office.

This position is based out of the ABBA Headquarters Office in Bryan, TX. Applicants must be available to start as soon as possible and are expected to work 40 hours a week and work under the direction of the Executive Vice President and other staff members.

## **Responsibilities**

Perform Registrations and Transfers for ABBA Members

Organize and sort New Member Applications

Answer telephones, direct incoming calls, take and convey messages as needed.

Perform general office work such as word processing, filing and operating copy and fax machines.

Billing/ Invoicing ABBA Members

All other duties as assigned by the Executive Vice President

## **Qualifications**

High School Diploma Required, Associates Degree Preferred.

Strong organizational skills with the ability to manage multiple priority projects quickly and efficiently under deadlines of a busy office.

Strong computer skills including understanding of Microsoft Word, Excel, Power Point, email, and web browsing.

Evidence of drive and initiative. Must be a self-starter. Strong organizational skills are a must.

Spanish speaking is preferred, but not required.

## **Location:**

The ABBA Office is located at 1920 W Villa Maria Rd, Suite 302 Bryan, TX 77807.

## **Compensation**

Commensurate with skills and experience. A competitive benefit package is included.

Applications are due February 25, 2021 and must include a cover letter and professional resume. All applications will be kept strictly confidential. Please send all inquiries and applications to

[jwmask@brahman.org](mailto:jwmask@brahman.org)