



American Dairy Goat Association

ADGA registry, based on original import records, is your warranty of good breeding and worldwide acceptance.

PO Box 865, Spindale NC 28160

(828) 286-3801 | Fax (828) 287-0476 | support@adga.org | ADGA.org

Office Assistant

Description

This position provides office support duties including, but not limited to help desk and processing customer orders.

Education and/or Experience

Minimum education of High School diploma required. Office support experience preferred. Requires critical thinking skills, decisive judgment, and the ability to work with minimal supervision. Must be able to work in a stressful environment and take appropriate action. Bilingual proficiency in English/Spanish is preferred.

Work Environment/Physical Requirements

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. American Dairy Goat Association promotes an equal employment opportunity workplace which includes reasonable accommodation of qualified applicants and employees.

This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines. While performing the duties of this job, the employee is regularly required to talk or hear. Physical activity requiring reaching, sifting, lifting, finger dexterity, grasping, feeling, repetitive motions, talking and hearing are required.

Benefits

Hourly position on location at the Spindale, North Carolina office and not a remote position. Health, life and disability insurances, pension plan, paid holidays, vacation time and sick leave provided.

How to Apply

Please submit a cover letter and resume to Shirley McKenzie, adgascm@aol.com.

Company Description

The American Dairy Goat Association was organized in 1904 to collect, record and preserve the pedigrees of dairy goats, provide genetic, management and related services of the highest possible quality to dairy goat breeders, while maintaining the validity of information, the integrity of the registry, and contributing to a positive public perception and political climate for the dairy goat industry that will provide optimum economic opportunities for Association members.