

Digital Katahdin Secretary

Company Overview

Katahdin Hair Sheep International has developed an online registry platform to enhance the registration process and flock management for its members. KHSI is the leading breed of sheep for registrations and transfer with over 1700 members.

Job Summary

We are seeking a self-motivated and organized individual to hire on a contract basis. This position will be responsible for the registration and transfer process of Katahdin sheep, memberships, and membership renewals. The ideal candidate will be detail oriented, diligent with their work, and accessible in a remote location.

Key Responsibilities

- Develop a full understanding of the Digital Katahdin program
- Handle all inbound mailed registration and transfer papers
- Organize and track membership
- Answer questions from KHSI members about registering and transferring animals
- Collaborate with KHSI Director of Operations about accounting using Quick Books

Qualifications

- Helpful Attitude with good communications skills
- Basic understanding of livestock or registered animals
- Excellent customer service and communication skills
- Proficient in all computer skills
- Must provide home office supplies including computer, qualified printer, phone, internet service
- Basic accounting background

Compensation

- Contracted wage negotiable depending on experience and qualifications with a range of \$40-\$60,000/ year
- Remote workplace and job flexibility to set your work hours

How to Apply

Interested candidates should submit their resume and a cover letter detailing their qualifications and interest in the role to info@katahdins.org. For more information about the role contact Justin Fruechte at 605-690-3309.