Registry Representative
American Morgan Horse Association, Inc.

JOB TITLE: Registry Representative

DEPARTMENT: Registry

SUPERVISOR: Registrar

GENERAL JOB DESCRIPTION

Process Registry Transactions and provide optimal customer service to members.

MAJOR DUTIES AND RESPONSIBILITES

Duties and responsibilities may include (subject to change) but are not limited to:

Basic clerical support for Registry Department which may include:
-Processing Registry Transactions (transfers/registrations/leases/stallion reports/etc.)
-Daily Phone, written correspondence and E-mail communications,
-Processing DNA orders/kits/results
-Proofing, Processing and Mailing Certificates,
-Scanning, Filing, Copying, Organizing,
-Registry and other AMHA Mailing assistance,
-Processing Mail (incoming/outgoing when needed as backup),
-General Office/Clerical Work as AMHA deems needed,

MINOR DUTIES AND RESPONSIBILITIES

Actively support the objectives of the AMHA in all Registry and other related matters.

QUALIFICATIONS FOR THE JOB

Education:

Associate's Degree or higher preferred. Experience may substitute for education.

Experience:

Previous clerical experience, specifically registry related preferred.

Other:

Ability to be flexible with tasks and willingness to adjust accordingly to quickly changing priorities as deemed necessary by the Registrar.

KEY COMPETENCIES

- Basic Computer Skills
- Accuracy in data entry and processing
- Ability to manage time and report progress
- Customer Service Orientated
- Professional writing and speaking skills
- Extreme Flexibility

PHYSICAL REQUIREMENTS

Ability to sit, type, stand and lift up to 25 pounds from time to time as required.

Travel NOT required.

Signature Approved By: *Carrie J. Mortensen_*

Date Approved: 01/13/2020

Date Last Reviewed: 01/13/2020

Last Reviewed By: Carrie J. Mortensen