

Canadian Livestock Records Corporation (CLRC)

Job Posting: Registrar of pedigree animals

The Canadian Livestock Records Corporation (CLRC) is **currently hiring for one (1) Livestock Registrar**.

Based in Ottawa, Ontario, the CLRC works with animal breeders and member associations to provide services that safeguard the integrity of Canada's pedigree livestock. This is an exciting opportunity to work as part of a tenured group of registrars and a committed management team. Reporting to the General Manager, the Registrars provide direct support and service to breeders and breed Associations.

Please note this position is funded in part by Agriculture and Agri-Food Canada (AAFC) Career Focus Program. This will provide a recent Agricultural Grad with a minimum of one year work experience in a professional environment, with one-on-one mentoring. It is anticipated that this position will continue into permanent fulltime employment at the end of the grant period. Eligible candidates for this position will be:

- Between 15 and 30 years of age.
- Have graduated in the last three (3) years from a university, college or CEGEP, or graduating by April 2018
- Not have participated in any other Youth Employment Strategy program (ex. Ag Youth Green Job's Initiative).
- Canadian Citizen or permanent resident.

Responsibilities:

In addition to the above criteria for the Career Focus Program, the following applies. The position will work primarily with Goat and Sheep Breeds, but may also work with other species and breeds. The Registrars will be required to become familiar with the rules of eligibility for each association as contained in the by-laws, the fee schedules and general procedures for registering, transferring and researching animal pedigrees.

General duties of a registrar include:

- Create "vouchers" or work packages for each application received from breeders.
- Process, verify and enter data from applications.
- Approve applications for registration, transfer, membership, tattoo letter and herd name registration, stallion reports, DNA kit requests, etc.
- Review diagrams and photos of the animal and inspect applications for correct data.
- Confirm that applications conform to the rules governing each breed association.
- Request and process DNA and blood type files from the laboratories.
- Ensure cheques are signed and complete, and process electronic payments.
- Produce and mail out certificates of registrations and transfers to each breeder.
- Perform necessary research and maintain database.
- Work closely by phone and e-mail with each customer regarding pedigree information, DNA and blood typing, parentage of animals etc.

Requirements:

- Proficiency in English. Preference will be given to candidates with strong working knowledge in French.
- Proficient working with Microsoft suite (word, excel, outlook).
- Working in a fast paced environment with multiple deadlines and concurrent responsibilities.
- Very strong attention to detail.
- Excellent discipline, planning and organizational skills.
- Ability to work independently as well as part of a small cohesive team.
- Knowledge and experience working within a membership based organization.
- Have a positive, cooperative and engaging attitude.
- Satisfactory Police Record Check and references.

Desirable

- Knowledge of livestock and/or the registration of pedigree animals is desirable.
- Working knowledge of database programs, and in particular APPX.

Salary:

- Pay will be Commensurate with skills and experience (30 – 40k)

Deadline to Apply:

- **January 19, 2018 (however candidates may be selected prior to this date).**
- Please send cover letter and resume to jim.washer@clrc.ca

Starting Date:

Projected start date: April 3, 2018