

# 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 breed 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.

### **Responsibilities:**

This position will work primarily in the Equine Department, but may also work with other species and breeds, including Cattle, Sheep, Goats, Canine and Swine. The Registrars are 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:**

- Creating "vouchers" or work packages for each application received from breeders.
- Process, verify and enter data from applications into database.
- Approve applications for registrations, transfers, membership, tattoo letters and herd names, stallion reports, DNA kits and other requests.
- Review diagrams and photos of animals and inspect applications for correct data.
- Confirm that applications conform to the rules governing each breed association.
- Request and process DNA applications between breeders and genomic labs.
- 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 as required.
- Work closely with breeders regarding pedigree information, DNA parentage of animals etc.

### **Requirements:**

- Proficiency in English. Preference will be given to candidates with knowledge of French.
- Proficient working with Microsoft suite (word, excel, outlook).
- Very strong attention to detail.
- Working in a fast paced environment with multiple deadlines and concurrent responsibilities.
- 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 previous experience in registration of pedigree animals is desirable.
- Working knowledge of database programs, and in particular APPX.

### **Salary:**

- Starting at \$36,721, plus benefits and matching Investment plan

### **Deadline to Apply:**

- **April 4<sup>th</sup> 11:59 pm (candidates may be selected prior to this date).**
- Please send cover letter and resume to [jim.washer@clrc.ca](mailto:jim.washer@clrc.ca) or apply online at [www.charityvillage.com](http://www.charityvillage.com)