

The MOOseum COORDINATOR

Reports to: Executive Vice President

Duties: Responsible for opening and closing The MOOseum Monday – Friday; serves as Association receptionist answering incoming calls, handling questions, greeting visitors, coordinating and conducting tours of The MOOseum, and performing a variety of clerical duties for the Alabama Cattlemen’s Association and Southeastern Livestock Exposition.

General Responsibilities:

- Responsible for opening and closing the building Monday thru Friday from 7:45AM-4:45PM. Closes building for lunch from 12:00-1:00PM.
- Cordially greets all visitors to the building and assists with needs.
- Answers incoming calls to provide general association information or direct the caller to the appropriate staffer.
- Schedules, coordinates and conducts tours of The MOOseum.
- Schedules, coordinates and communicates with EVP on all meeting groups at the building. Maintains supplies and meeting needs for 3rd floor meetings.
- Main contact for collections and compliance for stockyards, order buyers and producers on the Beef Checkoff program. Inputs all checkoff collections weekly and coordinates with accountant to ensure all payments are made on time.
- Stocks, maintains inventories and sells items in The MOOseum Gift shop
- Monitors online store and processes and mails purchases
- Point of contact for SLE rodeo ticket sales.
- Keeps lists of companies that are scheduled to do general and emergency building maintenance and monitor’s work.
- Assists with monthly magazine billing.
- Maintains Alabama Cattlemen’s Foundation “in memory” program.
- Perform other tasks as may be assigned by the EVP such as minutes, scheduling, etc.

Qualifications:

- Associates or technical degree.
- Previous office experience to understand basic clerical tasks.
- Proficient in computer programs such as Microsoft Office and basic understanding of Sage or other accounting program.
- Enjoys interacting with general public as they visit The MOOseum daily.
- Friendly, organized, good communicator and self-starter.
- Administrative experience a plus to assist EVP on some duties.
- Cattle industry knowledge a plus but not required.
- Limited night work required except for occasional evening meetings at the office.

Submit Resume and Cover Letter to:

Erin Beasley
Executive Vice President
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