

## The MOOseum Coordinator

**Reports to:** Executive Vice President

**Location:** Alabama Cattlemen's Association in downtown Montgomery

**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 for 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 through 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. Aware of all visitors to the building.
- Answers incoming calls to provide general association information or direct the caller to the appropriate team member.
- Schedules, coordinates and leads tours for The MOOseum.
- Schedules, coordinates and communicates with EVP on all meeting groups at the building. Maintains supplies and meeting needs for 3<sup>rd</sup> 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.
- Maintains mail log for all incoming mail.
- Stocks, maintains inventories and sells items in The MOOseum gift shop.
- Monitors online store and processes and mails purchases.
- Primary ticket salesperson for SLE rodeo to the general public.
- 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.

### Qualifications:

- Minimum associates degree
- Previous office experience for basic clerical tasks
- Proficient in computer programs such as Microsoft Office and Excel
- Enjoys interacting with public
- Friendly, organized, good communicator and self-starter
- Administrative experience in writing letters, maintaining records and organization with filing
- Cattle industry knowledge a plus but not required
- Limited night work required with any being scheduled with advance notice

### Benefits:

- Health Insurance
- Matching 401K retirement plan
- Short term disability

Submit Resume and Cover Letter to:

Erin Beasley

Executive Vice President

[ebeasley@bamabeef.org](mailto:ebeasley@bamabeef.org)