



NGUNI Beestelersgenootskap Cattle Breeder's Society

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118 Henry Street / Henrystraat 118, Posbus / P.O. Box 506, Bloemfontein, 9300

Email: info@ngunicattle.info • Web: www.ngunicattle.info

The position as **Office and Technical Support Clerk** is vacant.

Responsible and accountable for technical support and breed administration in terms of General Accepted Breeder Standards (GABS).

Specifications

Optimum technical support, secretarial duties and office support.
Breeder support regarding general enquiries, standards and Logix assistance.
Assistance with webpage information updates and social media.
Manage membership information for breeders, commercial farmers and others.
Effective arrangement of meetings and accommodation.
Setting up agendas, taking minutes and timely distribution thereof.
General administration for the journal, calendar and newsletter.
Order and control stock for promotional articles and marketing items.
Coordinate annual and special inspections.

Requirement

Grade 12 certificate.
Relevant experience.
Driver's license.

Closing Date

Friday, 24 May 2019

Please email your CV to Louise du Toit at Louise@ngunicattle.info