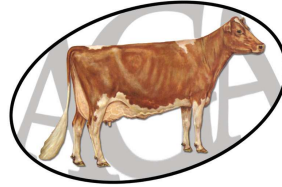


American Guernsey Association
Job Posting: Records Supervisor



AMERICAN
GUERNSEY
ASSOCIATION

ABOUT

The American Guernsey Association was founded in 1877 with the purpose of recording the pedigrees of Guernsey cattle within the United States and promoting the Guernsey breed within the dairy industry. The AGA now serves over one thousand members nationwide, providing services such as registration, type appraisal, genetic evaluations, and more.

JOB DESCRIPTION

Role: Records Supervisor

- Processing registrations, transfers, and membership applications
- Assisting with pedigree, ear tag, and genomic testing orders
- Providing customer service and breeder correspondence
- Additional projects as needed

Salary: Hourly wage, starting at \$20.00 per hour.

Location: Columbus, Ohio

Work schedule: Monday through Friday, 8:00am to 4:30pm Eastern time

CANDIDATE PROFILE

Requirements:

- Experience in customer service
- Proficiency in typing and basic computer skills
- Quick learner with good time management skills
- Familiarity with Quickbooks software not required; but preferred

HOW TO APPLY

Send resume to: Robin Alden, Executive Secretary at ralden@usguernsey.com

Deadline: May 15, 2026

LEARN MORE ABOUT US

usguernsey.com