



Missouri Angus Association Job Posting

Job Title: Part-Time Sale Manager

Job Description: Work on Behalf of Missouri Angus Association (MAA) to aid members in merchandizing cattle through a sale platform. Sales will be managed on a variable percentage basis depending on the needs of the breeder and/or association.

Specific Responsibilities Include: Serve as the point person to seek, collect, process and promote sale entries. Work with design/print companies to develop sale catalog and marketing information. Communicate with consignor(s) on progress of sales and create budgets to allow for open communication. Answer questions as sales approach and provide in-person day of sale management including working with breeders or association boards to hire staff and conduct sales. Preparations may also include creating penning assignments, checking-in consignments, gathering supplement sheet information and health papers, and creating a sale order. Depending on the needs of the consignor(s), transfer registration papers, arrange for consignor(s) payment and follow-up with buyers may also be required. Preparations for future sales and updating mailing lists with new bidder/buyer information will also be required. The employee will be asked to attend four MAA board meetings annually as well as the annual meeting in February with the position reporting directly to MAA Executive Director.

About Missouri Angus Association: The object of this Association shall be to encourage and extend the influence of Angus cattle, to promote the interest of its membership by creating higher standards of Angus cattle raised and produced and to promote closer relations by the membership and to stimulate greater activity among them. Currently, the MAA consists of one permanent employee, the Executive Director, and one part-time youth employee, Intern. This is a new position to provide further assistance to our membership. In 2022, it is anticipated that MAA will manage eight sales at approximately 3% and provide ring service at least once.

Special Skills, Abilities, and Knowledge: Attention to detail, Budget-related skills, Communication skills, Ability to manage multiple concurrent projects and meet deadlines, Maintain confidentiality, Ability to work independently and make decisions.

Location/Time: Work from home position that does entails travel to sales and irregular work hours including some evenings/weekends.

Benefits and Compensation: Base salary is negotiable based on experience and skill set.

There is potential for the salary for this position to increase as gross sale management income to MAA increases. The position begins on January 1, 2022 with the signed agreement to stay with MAA through December of the that year. The contract will be reviewed and updated annually as necessary at the November board meeting and any changes will take effect January 1.

Apply: Send Cover Letter and Resume to julie@missouriangus.org. Initial review of applications will begin on October 15, 2021 and continue until the position is filled.

Questions: Contact MAA Executive Director Julie Conover at 734-260-8635 or MAA President David Hunter at 417-224-0342 or hunterangus@windstream.net.