



Devon Cattle Breeders' Society

JOB VACANCY OFFICE ADMINISTRATOR



To work part time in our busy breed society office located in East Devon, in lovely rural location near Honiton.

The Devon Cattle Breeders' Society is the official UK breed society for Red Ruby Devon Cattle and was established in 1851.

The role involves registration of cattle into the Devon Herd Book, basic book-keeping, and providing support and assistance to our members by telephone and in person.

A ready smile and good sense of humour will accompany your consistently professional approach to work.

ESSENTIAL SKILLS: Accuracy and attention to detail in record keeping and dbase entry. Good computer skills, adept user of MS Office, confident and professional telephone manner.

The position is part-time at 25 hours per week, starting pay is £16,000 per annum, pro rata.

Please apply to Mary Holt mary@redrubydevon.co.uk or to find out more call Mary on 01404 47863



Red Ruby Devon

naturally good beef since 1884