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THE BRAHMAN CATTLE BREEDERS' SOCIETY OF SOUTH AFRICA
DIE BRAHMAN BEESTELERSGENOOTSKAP VAN SUID AFRIKA

APPLICATIONS ARE BEING AWAITED FOR THE POSITION: DATA CAPTURER

DEPARTMENT: BRAHMAN CATTLE BREEDERS' SOCIETY OF SOUTH AFRICA
TYPE OF POSITION: PERMANENT
REPORTING TO: OFFICE MANAGER
CLOSING DATE: 15 JANUARY 2025

BUSINESS DESCRIPTION:

The Brahman Cattle Breeders' Society of SA is an Organisation which provides a service to its Members (Breeders).

PURPOSE OF THE POSITION:

Capturing of Brahman Cattle data and assisting Breeders in their requests and enquiries.

EXPECTATIONS AND DUTIES:

Support and delivering services to Brahman Breeders may include the following:

- Inquiries from existing and potential Brahman Breeders and Technical Support
- Recording of DNA results
- Processing of imports and exports of semen and animals
- General administration
- Processing of inspections from the Technical staff
- Preparation of Auction and Show Catalogues
- Attendance at Auctions and Shows to assist with the administration
- Data capturing of animals – Births, Transfers, Cancellations, Performance data, Embryos etc.
- Record keeping of Breeders' personal files and data
- Generating of Reports for the Breeders and Technical staff
- Handling and processing of new membership applications and resignations.
- Collection and processing of information
- Collection of data with regards to specific Projects
- Attendance of meetings

GENERAL:

- Assistance in the Office with answering phones and general administration duties
- Expectation to work overtime

POSITION REQUIREMENTS:

- Minimum qualification Grade 12
- Experience in the operations of stud breeding will be advantageous
- Must be prepared to travel when needed
- Drivers' License



- Sober habits
- Clean credit record
- Clean criminal record
- Must be accurate and self-motivated
- Time Management is of the essence and be able to work under pressure
- Afrikaans and English fluently
- Ethically and socially correct behaviour

KNOWLEDGE:

- Knowledge of the Animal Industry is recommended
- Excellent Computer skills in Microsoft Word, - Excel, - PowerPoint and Internet
- Linguistic and arithmetical abilities are required

PERSONAL EXPECTATIONS:

- Energetic and positive
- Studiousness
- Exploring and eager to learn
- Goal driven
- Administratively orientated and operationally driven
- Thorough and correct
- Adjustable
- Disciplined and organised
- Duty driven
- Good people skills
- High work standard
- Honest and Reliable

OTHER REQUIREMENTS:

- Own vehicle

APPLICATION PROCESS

Direct CV to:

Bernadine Erasmus: Office Manager
Brahman Cattle Breeders' Society of SA
Bloemfontein

Tel: 051-4464619 or 0735407353

E-mail: accounts@brahman.co.za

The CV must be accompanied by:

- Copy of ID
- Drivers' license
- Highest qualification

If you haven't heard from us in 14 days after the closing date, regard your application as unsuccessful.