



Canadian Angus Association

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Position Description — Genomic Services Advisor

About Us:

The Canadian Angus Association (CAA) is Canada's largest purebred beef breed organization. The Association represents 3,000 members across Canada for the purposes of registering and recording the pedigrees of purebred Angus cattle in the closed Herd Book and promoting the breed across Canada.

Position Summary:

We are seeking a dedicated and detail-orientated individual to join our Member Service team as Genomic Services Advisor. The successful candidate will play a crucial role in receiving DNA samples, managing the LIMS (laboratory information management system) and CAA database, preparing samples for testing and shipment, and processing test results. This is a customer service role assisting Angus producers across the country.

Primary Responsibilities:

- Receive DNA samples and log them into LIMS and the CAA database
- Prepare DNA samples for testing and shipment
- Prepare shipping documents
- Receive and process genomic test results
- Act as the primary liaison between the lab and CAA producers regarding samples, test results and subsequent tests
- Other duties as assigned by the Member Service Team Lead and CEO

Knowledge and Skill Requirements

- Proficient in LIMS and Microsoft Office programs
- Proficient working under ISO/SOP/Aseptic techniques
- Detail-oriented with strong critical thinking skills
- Ability to multitask and prioritize tasks effectively
- Strong time management skills
- Highly professional demeanor in all interactions
- Excellent verbal and written communication skills
- Basic knowledge of genomics and genetics are an asset
- Knowledge of the livestock industry, specifically cattle, is an asset

Working Schedule:

Office hours are 7:30 a.m.–4:00 p.m. with a lunch break from 11:30–12:30. The successful candidate will be required to work at the CAA national headquarters daily; this is not a remote position.

Salary:

Competitive salary and benefits package offered based on experience and skill set.

Physical Demands:

To perform this job successfully, the physical demands listed are representative of those that must be met by an employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, use a laptop/computer or walk. The employee may occasionally lift items as heavy as 25 lbs. Specific vision abilities may include the employee's ability to see near and far distances.

To Apply:

If you are interested in joining our team, please submit your resume and cover letter to Alan Yuen, Director of Administration at ayuen@cdnangus.ca quoting "Genomic Services Advisor". In your cover letter, please highlight your relevant experience and why you are a good fit for the position. Only those selected for an interview will be contacted; we thank all applicants for their interest in the position. Note: Applicants must be a Canadian resident.

Canadian Angus Association is an Equal Employment Opportunity Employer:

Female/Sexual Orientation/Gender Identity/Minority/Veteran/Disabled. Canadian Angus Association is proudly committed to ensuring equitable hiring practices and believes in giving each and every applicant an equal opportunity to succeed on his or her own merit. Canadian Angus Association strives to ensure that all recruiting processes are non-discriminatory and barrier-free and will provide accommodations throughout the recruitment process to applicants with disabilities. If you are selected to participate in our recruitment process, please inform either the Director of Administration or the CEO of the nature of the accommodation(s) that you may require. Information received relating to accommodation needs of applicants will be addressed confidentially.