



Canfax

A division of Canadian Cattlemen's Association

#180, 6815 - 8th St NE Calgary, AB T2E 7H7

Tel: (403) 275-5110 Fax: (403) 275-6943

www.canfax.ca

Canfax is Canada's go-to source for cattle market information. Canfax has provided expert analysis of markets and trends in the ever-changing North American beef industry for over 50 years. Canfax is a non-profit organization, funding itself through memberships as well as data information services it provides to industry stakeholders. Cattlemen, feedlot managers and agri-business professionals rely on accurate, relevant, and timely information as an essential tool for maximizing profit in today's beef sector.

Position Offering – Member Relations and Database Coordinator

The Member Relations and Database Coordinator role provides support to the Canfax team and members by provided data quality control on publications, overseeing the membership database and website. This position also assists with aggregating information, and formatting articles for a variety of reports. This position is involved in and supports a wide variety of the day-to-day tasks at Canfax. Requires comfort with learning a wide-variety of unique programs and service systems that are scheduled to be upgraded and re-vamped. We are looking for someone with problem solving skills and interest in project management.

Location: Calgary

Status: Full-time, permanent

Duties and Responsibilities:

- Ensure the Canfax membership database is kept current and operating efficiently
 - Review monthly billing and ensure accuracy
 - Transition and upgrade systems
- Data quality control on publications
 - Collects and format data and commentaries for weekly and daily reports
 - Disseminates the weekly Canadian slaughter and grading reports
 - Completes and disseminates the Monthly Feedlot Trends Report
 - Update online files
- Maintain and upgrade the Canfax website
- Update spreadsheets as needed, and coordinate with team on file management
 - Assists with tasks as needed, such as updating and creating charts, compiling information for data requests,
- Sort Mail, code invoices and maintain adequate office supplies
- Other activities and task that may be assigned from time to time

Qualifications:

The successful candidate will have:

- Strong organization skills and attention to detail
- Strong computer skills with Microsoft Excel, Word, Powerpoint
- Website management skills
- Strong interpersonal and communication skills for client relationships
- Database management experience
- Ability to work independently and self-motivated

If you are interested in this position, submit your cover letter and resume by **February 25, 2022** to: info@canfax.ca.