
Data Management Specialist

The American Simmental Association (ASA) is seeking a qualified individual to join its established Data Management team. This position will play an active role to serve membership and assist with animal registration, transfer requests, foundation animals, the Total Herd Enrollment program, and general support for data entry. Ideal candidates will have excellent customer service and communication skills, provide attention to detail, and bring a strong working knowledge of the cattle industry. This role involves cross-departmental collaboration, accurate record management, and providing exceptional customer service to members of the association. This individual should approach each member interaction with patience, professionalism, and a problem-solving mindset, helping ensure members feel supported while maintaining the accuracy and integrity of ASA records. This is a full-time position reporting to the Director of Commercial and Industry Relations.

Position Details

Location: Remote or in-office (Bozeman, MT)

Compensation: Compensation will be commensurate with experience, qualifications, and organizational fit. Full-time benefits package included.

Primary Responsibilities

Customer Service:

- Assist ASA members by processing data entry requests and providing support for related questions
- Communicate with membership via phone and email to fulfill requests
- Provide guidance and education on Herdbook services, registrations, transfers, and ASA protocols
- Ensure accuracy and completeness of all member records, communications, and transaction documentation
- Maintain a member-first attitude and contribute to a positive team culture

Data Entry:

- Process animal registrations, transfers, and corrections or updates to established records
- Assist with Total Herd Enrollment program when necessary
- Contribute to development of data entry materials, forms, and educational resources
- Work diligently to maintain data integrity, confidentiality, and consistency with ASA policies

Team and Support Functions:

- Provide assistance and backup for other Data Management team members as needed
- Participate in staff meetings, training sessions, and process improvement discussions

Qualifications and Preferred Skills

- Provide professional assistance and communicate effectively with fellow staff and association members, both verbal and written
- Strong organizational abilities and attention to detail
- Proficiency with Microsoft Excel and database systems
- Ability to work effectively in a fast-paced, team-oriented environment
- Positive, adaptable, and proactive attitude toward change
- Previous experience in a customer service role preferred, but not required
- Knowledge of or background in the beef cattle industry preferred, but not required

Application Materials

- Cover letter
- Resume
- Three professional references

Please submit all application materials to Ben Crites at bcrites@simmgene.com.

Applications will be accepted until August 14, 2026 or until the position is filled.