



**BETTER COWS > BETTER LIFE**

CRV USA Holdings Inc. • 2418 Crossroads Drive, Suite 2300 • Madison, WI 53718  
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## Position Description

**Title: Product Development Administrative Coordinator**

Date of Issue: November 2022

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### POSITION SUMMARY

CRV is seeking a Product Development Administrative Coordinator to be located at the U.S. headquarters in Madison, Wisconsin. The successful candidate will bring experience in a variety of administrative management practices to deliver high-quality results for bovine product development.

This position represents an opportunity to become part of a compelling team focused on product development initiatives including but not limited to data retrieval, formatting selected genetic data in preparation of summaries for internal and external use and providing administrative support to the product development, management, and field staff by assisting with general business operations to ensure the successful operations of a dynamic company.

The ideal candidate actively supports CRV's Mission, Values, and displays behavior consistent with CRV's Core Competencies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### General Duties and Responsibilities

- Provide administrative support for the North American Product Development Manager and foundational business programs.
  - Develop and maintain central administrative files.
  - Maintain positive relationships with genetic supply customers.
  - Coordinate sire testing, pickup, and delivery.
  - Assist with managing orders and data entry for CRV CREATE (genetic advancement).
- Complete data entry including customer contact information and assist in maintaining accurate information in customer relations management (CRM) software.
- Coordinate schedule, logistics, and organize meetings and conferences for staff and customers.
  - Prepare agendas and transcribe minutes of meetings.
  - Coordinate with event venues and vendors for facilities and meals.
- Travel may be required on a limited basis including Internationally.
- Serve as assistant receptionist for the CRV USA head office phone line and greet visitors.
- Assist with office equipment vendors such as supplies, computer consumables, company mobile phones, and other equipment for staff as needed.
- Keep the office clean and organized.
  - Track inventory of promotional products.
  - Manage office supplies inventory.
  - Coordinate mail delivery and receipt utilizing UPS/FedEx/USPS
- Provide administrative support for all members of staff as needed.
  - Assist with any hotel, airfare, and car rental reservations.

#### Other Functions and Responsibilities

- CRV places an elevated level of importance on the teamwork approach and a willingness to perform duties that may not necessarily be included in this job description.

## QUALIFICATIONS

### Core Competencies

- Understands job expectations and takes-action without being prompted
- Works independently and takes personal responsibility for assigned duties
- Generates original ideas and develops innovative solutions to help grow the business
- Encourages the flow of information, and displays active listening
- Flexible and adaptable to changing priorities and assignments

### Job Specific Qualifications

- Excellent customer service and people skills to deal courteously and effectively with staff, customers, and the public are required
- Proven proficiency with computers using Microsoft Word, Outlook, Excel, and Teams is required
- Outstanding verbal and written communication skills
- Excellent organizational skills, prioritization skills, and problem-solving ability required
- Skillful logistician with the ability to manage multiple tasks while paying attention to details
- Ability to work within a Global Environment
- Knowledge of agriculture, bovine genetics, and breed associations is a benefit

### Physical Requirements

This job requires the individual to:

- Sit, stand, bend, kneel and lift intermittently
- Use a keyboard extensively
- Answer the telephone; take accurate messages and direct calls as appropriate
- Occasionally lift and/or move physical inventory weighing up to fifty pounds

### Education

- Bachelor's degree desired or equivalent work experience

WORK LOCATION: U.S.-based position at CRV USA Holdings, Inc. Office in Madison, Wisconsin

SUPERVISED BY: North American Product Development Manager, CRV Netherlands

SUPERVISES: This position does not supervise subordinate staff.

STATUS: Non-exempt position

To apply, please send your resume to [kat.nissen@crv4all.us](mailto:kat.nissen@crv4all.us); and to [joe.stanek@crv4all.us](mailto:joe.stanek@crv4all.us)

***Better cows lead to a better life for our customers, for society, and for the animals in your herd. We are committed to delivering herds and smart solutions that can help our customers future-proof their business with our focus on Health and Efficiency. We do this by delivering top-quality genetics, smart breeding management solutions, and personal advice on herd management to enable our customers to build healthy and efficient herds which are profitable and easy to manage, in a sustainable way.***