



About Genetic Hub

Genetic Hub is a growing organisation specialising in administration and registration services delivering efficient and cost-effective services to support breed societies, associations, and individuals to facilitate animal, pedigree, and performance recording.

Genetic Hub is entering an exciting phase evolving into an end-to-end tech solution for breeding and data management.

Registrars are key to organisational success. Expert in data management and providing key administrative support ensuring accurate recording, organisation regulatory compliance and database integrity is central to the role. The ideal candidate is detail orientated, who enjoys working in a calm, but fast paced, team environment.

About You

You are an organised and professional individual with exceptional attention to detail and a commitment to maintaining accurate records. You are a confident communicator with a diverse range of members and stakeholders, to provide clear, timely, and customer-focused support. With a collaborative approach, you will build positive working relationships working effectively with colleagues to achieve consistent, high-quality service delivery.

You thrive in a structured environment, enjoy working with processes and data, taking pride in delivering accurate, efficient, and timely services. A proactive problem-solver, you can manage competing priorities, exercise sound judgement, and handle sensitive information with discretion and professionalism. You possess strong written and verbal communication skills, combined with a service-oriented mindset, that enables you to support breeders and society members effectively while upholding the integrity of the breed registry.

Your background demonstrates:

- Demonstrated attention to detail.
- Clear and confident communication
- Experience in customer service and or working within a team environment.
- Experience in administrative or data management roles.
- Exposure to livestock, agriculture, or membership-based organisations
- Understanding of animal breeding systems and their needs (advantageous)



The Role

As a Registrar, you will process registrations, transfers, pedigree updates and build pedigrees, maintain accurate member and animal records, and provide steady, practical support to breeders and society members. You will work within a collaborative team to ensure consistent, high-quality service delivery.

The ideal candidate is highly organised, committed to accuracy, and capable of building positive working relationships through confident, professional communication and a collaborative approach.

Key Responsibilities:

- Process animal registrations, transfers, upgrades, and corrections.
- Maintain accurate pedigree, ownership, and membership records.
- Observe and apply client rules and regulations to all recording.
- Timely responses to member enquiries with clarity and professionalism
- Liaising with DNA Testing providers for the processing of DNA samples
- Uploading DNA testing results
- Reviewing all data entry for accuracy and anomalies and where necessary trouble shooting for positive client outcomes

For further information please contact Genetic Hub Chief Executive Officer, Kate Brabin.
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Applications can be emailed to ceo@genetichub.com.au , please include a letter of introduction and resume with your emailed application. Please include the following as the Subject of the email, Application for Registrar.