

Darby Dan Farm

Administrative Assistant Job Description

Darby Dan Farm is currently seeking a full-time administrative assistant to join our team. This team member will be working in our office Monday thru Friday 8am to 5pm and will have weekend requirements during breeding season and sales. Applicants should be an energetic, self-starter with horse knowledge. Responsibilities will include answering phones, greeting visitors to the farm, maintaining all sale entries and paperwork, ordering from all vendors for our sale consignments, assisting owner with correspondence, licensing for horses in training, maintaining office supplies and projects as assigned by supervisors. Benefits include paid time off, health insurance and 401(k) program. Interested candidates should email their resume to beth@darbydan.com.