



Job Title: Reproduction Farm / Theriogenology Administrative Assistant

**2590 Ironworks Road
Georgetown, KY 40324**

Rood & Riddle Reproduction Center seeks a motivated and organized individual to join our team as an Administrative Assistant in the Reproduction Farm / Theriogenology Department. The ideal candidate will play a crucial role in providing administrative support to ensure the smooth operation of daily activities. If you are a proactive individual with excellent organizational and communication skills, and you thrive in a dynamic team environment, we invite you to apply for the position of Administrative Assistant at Rood & Riddle Reproduction Center.

Primary Duties

- Utilize reproductive knowledge to enhance administrative tasks within the Reproduction Farm / Theriogenology Department.
- Manage daily administrative tasks, including answering phones, responding to emails, and handling client inquiries.
- Demonstrate a good understanding of client billing processes and assist in related tasks.
- Ensure excellent attendance and dependability to maintain the efficiency of departmental operations.
- Actively engage in cross-training activities to contribute to a collaborative and dynamic team environment.
- Utilize basic knowledge of digital information processing to handle electronic documents and data.
- Proficiently use Microsoft Office and Google Docs for various administrative functions.
- Showcase multitasking abilities and maintain effective communication with team members.
- Pay meticulous attention to detail to ensure accuracy in administrative tasks.

Requirements

- Basic understanding of client billing processes.
- Proficiency in Microsoft Office and Google Docs.
- Strong multitasking ability and effective communication skills.
- Detail-oriented with a commitment to accuracy.
- Demonstrated commitment to good attendance and dependability.

Skills Preferred

- Previous experience in administrative roles is preferred.
- Reproductive knowledge is essential.

Schedule

- Full-Time
- Monday – Friday 8 am - 4:30 pm
- Some overtime required



Benefits

- Health insurance, company premium assistance
- Dental insurance
- Vision insurance, company premium assistance
- Life and Long-Term Disability Insurance provided by Rood & Riddle Equine Hospital
- Dental, Cancer, STD, Additional Life and Other Voluntary Insurance available
- 401(k) after one year
- 401(k) matching after one year
- Vacation, sick, personal and holiday time
- Employee discounts

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Please email choward@roodandriddle.com

