

Administrative Assistant Thoroughbred Breeding Farm

Do you have the desire to be an integral part of the Thoroughbred breeding industry? Do you want to make a difference in the sales and racing world? We may have the job for you...

Responsibilities:

- Working with Horse Farm Management software.
- Organize and schedule appointments for farm and owners.
- Work with The Jockey Club through all transactions necessary.
- Booking shed runs/van as needed.
- Creating spreadsheets to maintain required information on all horses.
- Filing.
- Running occasional errands.
- Ensure all records on horses are kept up to date.
- Interact with owners in a professional and knowledgeable manner.
- Prepare paperwork such as Coggins, health certs, etc.

Requirements:

- Extremely high attention to detail.
- Strong knowledge of all Office products.
- Strong knowledge of Horse Farm Management.
- Exceptional phone voice.
- Desire to treat our customers with the utmost respect.
- Excellent written and verbal communication skills.
- Horse knowledge. A background in Vet tech would be a huge plus. Background working at a horse farm or breeding facility.

What we offer you:

- Beautiful farm setting to work in.
- Watch the frolicking babies right outside your window.
- Health insurance after 60 days of employment.
- Monday thru Friday 8:00am until 4:00pm.
- Full time with commensurate pay.

Please email your resume or letter of introduction to:

LexingtonHorseFarmJobs@gmail.com