

## **Equine Information Specialist - Thoroughbred Breeding Farm**

Do you have experience in the Thoroughbred breeding industry? Are you looking for a fun office job to utilize your skills and knowledge? We may have the job for you...

Responsibilities:

- Working with Horse Farm Management software.
- 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 breeding facility is required.

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 through Friday 8:00am until 4:00pm.
- Full time with commensurate pay.

Please email your resume to: [susan@chesapeakefarm.com](mailto:susan@chesapeakefarm.com)