



Equine Manager

- Stone Farm in Paris, Kentucky is searching for an Equine Manager in the office.
- Ideal candidate to be detail oriented, organized, proficient in Microsoft Office (Word, Excel) & Horse Farm Management with a positive, team oriented attitude.

- Duties include but are not limited to:
 - Maintain all horse files & records
 - Registration
 - Maintain Jockey Club registration and online portal
 - KBIF, KTDF, Breeders' Cup
 - Booking of all mares (assist with contracts, shed forms, etc)
 - Schedule vanning, handle all arrivals and departures as well as horse movements within the farm
 - Sales Coordination
 - Assist with entries and all paperwork deadlines (JC papers due, etc.)
 - Handle lists for coggins & EVA pulls, send results to sales offices
 - Racing Admin
 - Update Virtual Stable, maintain list of entries, purse requests, ensure licensing is up to date with the NRC
 - Ordering of supplies -- office & farm/equine supplies (halters/meds/feed/etc)

- This is a full time, salaried position with full benefits.
- For more information, please send resume to info@stonefarm.com or call (859)987.3737