

The American Hanoverian Society
4067 Iron Works Parkway
Suite 1
Lexington, KY 40511
Office hours 9 - 5:00 Monday – Friday

Horse Registry Office Assistant

The Hanoverian Society (AHS) has an opening for a full-time Horse Registry Office Assistant. This position is responsible for maintaining and verifying data with integrity for processing memberships, horse recordings and transfers of horse ownership submissions. Additional duties, including but not limited to, assisting the Awards Program Chair for administrative tasks, membership communication, support of the annual nation-wide Inspection Tour and social media updates on the promotion of the Hanoverian and Rhineland breeds. Must be an energetic individual with attention to detail who enjoys working in a customer-service role. General administrative support functions also include answering phones, data entry, sending and receiving mail and other basic office work. A passion for sport horses is a plus.

One of the most dynamic warmblood societies in North America, the American Hanoverian Society encompasses two distinct breed registries, Hanoverian, and Rhineland. Both have a deep history of producing top-quality horses for equestrian sport and pleasure. From the amateur or junior rider to the top professionals competing on the world stage at the Olympics, Hanoverian and Rhineland horses are the breed of choice for many. Working at the American Hanoverian Society provides a fabulous opportunity for a motivated individual who excels at multi-tasking, is a self-starter with integrity and desire to be an integral part of continued legacy of these exceptional horses.

Key skills, knowledge, and experience

- Possess strong computer skills including proficiency in Microsoft Office, Google Workspace, Adobe Acrobat
- Proficient data management skills with the ability to accurately enter and verify information
- Experience posting content on social media platforms including Facebook & Instagram
- Familiarity with Constant Contact or similar e-newsletter management platform is a plus
- Excellent organizational, attention to detail, and interpersonal skills
- Pro-active communication skills with membership

Physical Demands:

- Ability to sit and concentrate for long periods of time
- Ability to lift 30 pounds

Work Schedule:

This position is full-time (*approximately 40 hours per week*) in the Lexington, KY office.

Reports Directly To:

Operations Manager

Compensation and Benefits:

Compensation of \$15.00 per hour

Medical - The AHS will pay 75% of your health insurance premium

Paid Holidays - 9 days annually - New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Day + 1 floating day
Paid Time Off - 10 days annually (pro-rated for 2022)
Paid Sick leave - up to 5 days annually (pro-rated for 2022)
Simple IRA plan - with up to a 3% company match

Send resume to ahsoffice@hanoverian.org for consideration.