

## **Office Administrative Assistant**

Chesapeake Farm is looking for an administrative assistant to aid in the daily running of our thoroughbred farm office. This is a full time position Monday thru Friday 6 ½ hours a day. This person should have some horse experience or at least be familiar with horse terminology. Experience with Horse Farm Management would be beneficial but not required. Needs to be familiar with Microsoft Word and Excel. Needs to be able to take instruction and constructive criticism well. Good communication with office staff and farm owner is a must. Pay is based on experience. Insurance available after 60 days. Please send resumes to [olivia@chesapeakefarm.com](mailto:olivia@chesapeakefarm.com)

Responsibilities include but are not limited to:

- Entering procedures in Horse Farm Management.
- Making spreadsheets as needed.
- Filing paperwork.
- Running occasional errands for the office as needed.
- Ordering office supplies.
- Retrieving the mail daily.
- Scanning invoices to offsite bookkeeper.