

Well known Thoroughbred Breeding farm is seeking a dedicated Office Administrator to join our team.

The ideal candidate will have a strong background/knowledge of equine breeding programs and be proficient with Horse Farm Manager. The office administrator supports the office manager and interacts with the Farm Manager, Veterinary staff, farm employees and clients.

Primary roles:

- Booking mares and scheduling vans for breeding
- Sales entries and contracts
- Updating HFM daily/breeding binders
- Maintaining Horse Health records
- Jockey Club Registration
- Updating owners

Requirements:

- Experience with HFM and MS Office
- Detail oriented
- Highly organized
- Comfortable communicating by phone and in person

Benefits:

- Competitive pay based on experience
- Health Insurance starts at time of hire
- Paid time off

Please send resume to ThreeTimesACharmRacing@gmail.com