

## **Experienced Office Administrator for Thoroughbred Breeding Farm**

We are looking for the right candidate with experience and knowledge of all office procedures and practices in the Thoroughbred Breeding and Racing Industry. This includes, but not limited to, booking mares, sales entries and contracts, health histories -including bloodwork and radiographs - incoming horses, departing horses, Jockey Club registrations, etc.

Excellent written and verbal communication skills are a must!

Our candidate should be highly organized, with a close attention to detail and should be extremely proficient in Horse Farm Management and MS Office.

This position supports the Office Manager and interacts with other office personnel, the farm's owners, our clients, the resident veterinarian and other employees.

Our future team member should have a positive attitude, a strong work ethic and a willingness to handle a variety of projects!

If interested, please send your resume to :

[ThreeTimesACharmRacing@gmail.com](mailto:ThreeTimesACharmRacing@gmail.com)