

# Office Manager & Sales Assistant Manager

Are you **passionate about the thoroughbred industry**? And have experience as an office manager as well as understand the requirements of thoroughbred sales?

Do you want to work for the **longest continuous running thoroughbred nurseries**? A nursery with a storied history of **breeding winners over two centuries on Bourbon county land**? Do the names **Lady Eli or Collected** ring a bell with you?

Does a **workday with variety** keep you on your toes and **gets you excited to go to work**? And includes **communication with clients**? **HFM data entry**? Are you a hobby photographer and **enjoy taking pictures of mares, foals and yearlings**? Updating our website? Supporting the President and VP of Finance in the day-to-day operations? Supporting our sales consignment for yearlings and breeding stock?

**If you have answered “yes” to these questions, we would love to hear from you; and see if you are fit for our organization.**

## About the position

Runnymede Farm is seeking a dynamic, upbeat and efficient Office Manager for a full time position. Additionally, during the sales season (yearling and breeding stock sale), this individual will be involved in all aspects of sales execution and supporting our President.

The following **skill sets** are **key for this position**:

- positive attitude & enthusiasm
- work well within a team
- strong organizational skills and attention to detail
- written and verbal communication skills,
- computer skills (HFM, MS Office suite including Word, PowerPoint, Excel)
- familiarity with thoroughbred farm processes including but not limited to Jockey Club registration process, vet billing, client billing, sales administration, etc.
- problem-solving skills and can-do attitude, and
- great work ethic

## Job responsibilities

### *Office Management*

- Keep Farm Office organized, efficient and in good working order, including but not limited to keeping organized files, answering calls, and e-mail communication.
- Support Broodmare Manager and Yearling Manager in their administrative tasks (vaccination charts, breeding forms, etc.), orders including management of mare bookings.
- Perform data entry into HFM for billing entries (HDM and Healthbook tablet)

- Assist President and VP of Finance with execution of administrative tasks.
- Work with President to execute breeding contracts follow up with bookings, report foals to Jockey Club, nominations, sales entries, and racing licenses.
- Assist with Client communication including creation of client reports, reporting breeding and racing status.
- Manage the digital portfolio and footprint of the farm including taking pictures of foals, mares and yearlings; and managing the farm website as well as client portal.
- Plan events for shareholders, investors guests and employee appreciation events, as needed.
- Support any other strategic ventures the farm may pursue in the future.

#### *Sales Support*

- Assist the President with the execution of the sales consignment.
- Perform all administrative tasks including but not limited to entry of horses into the sales, gathering of all necessary documents, coordination with Broodmare or Yearling Manager related to show staff, etc.

#### *Horse Country Support*

- Support, coordinate, and lead Horse Country tours on weekdays.

Please send your resume with salary expectations to [romain@runnymedefarmky.com](mailto:romain@runnymedefarmky.com) .