



Office Services Support Staff

As we continue to grow, we are looking to add an additional person to help with the increased demands of our office.

This is an entry level position that would be responsible for performing a support role for other departments as necessary.

Essential Duties:

Clerical work as needed, examples are: foal/horse registrations, ownership transfers, breeding contract maintenance, helping with pharmaceutical purchases (with organizing vendor invoices, making copies and price checking).

Other duties include answering phone and taking detailed messages, opening & organizing mail, running errands and other various duties as assigned.

Qualifications:

Ability to work as part of a team, as well as individually
Proficiency using Microsoft Office Suites, especially Word. If you know Excel, that is a bonus.
Ability to multi-task and manage deadlines and priorities.
Ability to produce accurate and detailed work.
Ability to work in a fast-paced, high volume office.

Note:

Our ideal candidate must have Equine knowledge, great communication skills, a willingness to learn, strong initiative, great organizational skills and a positive attitude.

The schedule will be Monday through Friday 8:00AM – 4:00PM or 9:00AM -5:00PM.

Salary DOE.

Health Insurance is available after a 90 Day probationary period.