

Reception Job Description: During the breeding season it is a 6 day work week and during the off season it is 5 ½ days a week. 8am to 5pm. Paid Hourly, health and dental after the first 2 months, vacation after 6 months (2 weeks per year to start) and a 401k is offered after a year (the farm will match up to 4%).

Main responsibilities will include, but not limited to:

- Welcoming Guests and greeting people who visit the office, making sure that they are comfortable. Offer coffee, tea or water etc.
- Answering all calls in a professional manner and redirecting them to the necessary person.
- Checking, responding to and distributing email correspondence accordingly.
- Ensuring that the reception area and the board room is kept tidy and presentable.
- Arranging client and breeder visits, and making sure that someone is available to show them the stallions.
- Keeping a visitor's log and sending out a visitor's sheet at the end of every day.
- Assisting with Horse Country Tours, giving at least one tour a week, and keeping tour information up to date.
- Ensuring that office is stocked with necessary supplies.
- Mailing packages or important documents when asked.
- Assisting with Stallion Booking during the breeding season.
- Maintain the appearance and cleanliness of the reception area.
- Other projects as assigned.

Skills/Qualifications

- Multiple telephone line experience
- Proficiency in Microsoft Office Suite
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Knowledge of and experience with in the Thoroughbred Industry would be highly appreciated

**Please send all resumes and inquiries to:**

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