**Thoroughbred Farm Administrative Assistant**

Candidate should have working knowledge and understanding of the thoroughbred breeding industry.   Strong motivation with an ability to trouble shoot.  Well organized with the ability to work both independently and as part of a team

Duties:

Interacting with clients and updating clients on their stock including photos / videos etc.

Maintaining stock lists, pedigree books etc.

Managing vaccination schedule and herd medical records

Maintaining equipment lists

Updating farm social media and website

Must have knowledge of Horse Farm Management, Excel, Quickbooks, Equibase

Requirements:

Drivers’ License

Equine Experience

English

Work Authorization

Benefits:

Competitive Salary

Please send resume to kystudfarm@gmail.com