

Chesapeake Farm is seeking a reliable and detail-oriented **Part Time Office Assistant** to support daily office operations and administrative duties.

Schedule

- **Part-time:** 3 days per week
- **Shift:** 8:00 AM – 4:00 PM

Responsibilities

- Manage and update Horse Farm Management entries
- Assist with thoroughbred reproduction records and breeding schedules
- Perform accurate data entry and record maintenance
- Provide general office and administrative support

Required Experience

- Horse farm management software
- Thoroughbred reproduction
- Data entry
- Strong organizational and communication skills
- Ability to manage confidential farm and client information
- Prior thoroughbred breeding shed or stallion season office experience preferred

Ideal Candidate

The ideal candidate is dependable, organized, and comfortable working in a fast-paced thoroughbred farm environment where accuracy and communication are essential.

To apply, please submit your resume and a brief summary of your relevant equine and administrative experience to accounting@chesapeakefarm.com.