

### **Executive Office Assistant Position**

We're looking for a motivated, tech-savvy individual to join our farm office team. The ideal candidate is organized, dependable, and proficient in using technology for communication, scheduling, and record-keeping.

An interest or background in the **Standardbred horse industry** is a bonus—but not required. We're happy to teach the right person who's eager to learn.

This role involves supporting daily office operations, assisting with documentation, and helping to keep things running smoothly in a friendly and professional environment.

**Location:** 7541 Georgetown Rd., Midway, KY 40347

**Schedule:** 7 AM to 4 PM, Mon-Fri

**To Apply:** Contact Jackie at [jackie@armitagefarm.com](mailto:jackie@armitagefarm.com) or 859-797-8861