

Location: Versailles, KY

Job Description: Office Manager/Assistant

Overview: Thoroughbred breeding farm seeking a candidate proficient with Horse Farm Manager and QuickBooks to manage administrative tasks, billing, and daily operations.

Primary Roles:

- Booking mares and scheduling vans for breeding
- Sales entries and contracts
- Updating HFM and breeding binders
- Maintaining Horse Health records and Jockey Club Registration
- Updating owners
- Financial record-keeping via QuickBooks
- Front desk and general office operations

Requirements:

- Experience with HFM, MS Office, and QuickBooks
- Highly organized and detail-oriented
- Strong communication and administrative skills

Benefits:

- Competitive pay based on experience
- Flexible hours

Interested candidates should send resumes to Doug@buckpond.com or call 859-421-9628.