



Job details

Full-time based in Lexington, KY with the ability to travel. Non-show week hours are Monday-Friday with longer work weeks during events. Salaried.

Full Job Description: Administrative Assistant

We are an established horse show management company located in Lexington, KY looking for a key member to join our team. This candidate is a personable, energetic, dependable, multi-talented individual. They must possess a professional and positive demeanor as they will be interacting with high end clientele and assisting them in a variety of capacities.

This is a diverse and fast paced position where you must be a self-starter who is organized, highly motivated and pays strong attention to detail.

The ideal candidate has stellar communication skills (phone, written, and in person), strong computer skills and a desire to provide superior customer service.

Our staff is 100% client focused, outgoing, and dedicated to seeing Split Rock Jumping Tour succeed and are looking for the same in all new additions to our team.

Essential Job Functions:

- Work closely with Lead Show Secretary assisting in nationwide show entries, client billing, website and app management, hospitality sales and rider relations.
- Receive incoming telephone calls and assist callers with any questions or concerns.
- Assist Business Manager in managing all facets of operations, show staff organization and acquisition, basic bookkeeping, logistics, human resources and data entry.
- Assist the show office with daily duties that keep the show running smoothly for exhibitors during events.

Knowledge and Skills:

- Communicate effectively, both verbally and written, be comfortable with speaking on the phone
- Excellent attention to detail.
- Can handle sensitive information with the highest degree of integrity and confidentiality.
- Must be able to manage multiple tasks and achieve deadlines under pressure.
- Must be computer savvy and proficient with Microsoft Office Suite and adapt to a variety of computer programs.
- Ability to work closely with our App developer and foresee potential demands during events.
- Basic bookkeeping and/or show secretary skills are a plus.
- Working well as a team player, especially during long event days, allowing for efficient use of time.
- Bachelor's degree preferred.

Salary to be determined with experience. Please email resume, cover letter and references to splitrockfarm@yahoo.com

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