

KOORINGAL STUD

Harefield Road, Wagga Wagga NSW 2650

Phone: (02) 6924 6422 Mobile: 0427 246 422 Fax: (02) 6924 6411

www.kooringalstud.com.au Email: lamontkooringal@bigpond.com

OFFICE MANAGER POSITION

ROLE STATEMENT

This position offers the right person a fantastic opportunity to become a part of a growing thoroughbred stud and the ability to extend your skills in the equine industry. There are two principle roles for this position. The first role is to manage the Kooringal Stud office and to co-ordinate mare and stallion bookings, liaise with clients, document all horse husbandry and reproduction records using the Stable-Eyes software program and to generate monthly accounts. The second role is to assist in the daily running of the stud, checking and feeding paddock stock and in particular being familiar with all horse breeding program such as foaling, scanning, pregnancy tests etc, in order to report back to horse owners as the office manager.

DUTIES

- Client relations and stud representation
- Accounts management
- Co-ordinating mare and stallion bookings
- Documentation and record keeping of all horse husbandry and reproductive work
- Maintain Australian Stud Book records and meet associated deadlines
- Production of monthly newsletter, and other advertising material as required
- Feeding and horse care including checking for and attending to sick and injured horses
- Assisting with all aspects of equine reproduction including teasing, covering, assisting the veterinarian for reproductive examinations
- Ante-natal, foaling and post-natal care of mares and foals
- Other stud duties as required

REMUNERATION

Above award wages apply and are commensurate with the successful applicant's skills and experience.

DECLARATION

In applying for this position, you declare that the information supplied in your application form and any attachments is true and correct at the time of submission. You understand that should you provide untruthful or misleading information this application maybe rejected and your employment subsequently terminated. You consent to Kooringal Stud performing a Police Check as deemed necessary.

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SELECTION CRITERIA

Essential

- Office management experience
- Proven ability to work within a team environment
- Excellent communication skills; by telephone, email and face to face. Dealing with peers, clients and the public
- Excellent organisational skills; proven ability to prioritise and meet deadlines
- Experience with the Microsoft Office suite of programs and proven ability to maintain electronic records
- Strong basic horse handling skills (riding skills are not required)
- Experience with horse husbandry and care
- Licence to drive a motor vehicle

Desirable

- Sound knowledge of equine reproduction and stud procedures
- Proficiency with the horse business software program Stable-Eyes

Applicants are asked to address the selection criteria when applying for this position.

Further information on this position is available from:

Stuart Lamont
General Manager, Kooringal Stud
02 6924 6422 or 0427 246 422