

# Stable Office Support

## **Job Description**

The Virginia Horse Center is hiring seasonal part-time candidates for the position of Stable Office Support.

## **Job Purpose:**

- Assists with stable office operations
- Takes reservations and payments for stalls, golf carts, campers etc.
- Assist all customers with timely accommodations to their needs.

**Reports To:** Stable Office Manager

## **Key Areas of Responsibility:**

- Assist with all aspects of the Stable Office
- Be reliable and dependent
- Help with other duties when needed
- Be kind and courteous to all customers and visitors
- Respond to general inquiries and help to problem solve issues as they arise with stable office supervisor
- Coordinate with barn crew to ensure prompt delivery of feed & bedding orders
- Coordinate camper reservations and site assignments and collect payments
- Coordinate golf cart reservations and assignments and collect payments
- Coordinate vendor reservations and site assignments and collect payments
- Track sales of feed & bedding to help create an accurate inventory

## **Qualifications and Skills:**

- High School diploma
- 2 to 3 years in an office setting
- Microsoft Office (Excel and Word)
- Cash Receipts
- Customer Service
- Effective communication with staff, managers, and exhibitors
- Multitask, organize and be proactive
- Must be willing to work flexible hours, including some evenings and weekends, to accommodate event demands