

Overview of Responsibilities – Stable Office Manager

Job Purpose:

- Serves as primary contact to exhibitors and show managers
- Coordinates and directs the responsibilities of Stable Office

Status:

- Salaried

Reports to:

- General Manager

Required Education and Experience:

- High School Diploma
- Minimum of three years in equine environment
- Supervisory/department management experience
- Customer Service
- Bookkeeping Skills
- POS Systems
- Microsoft Office (Excel, Word)

Preferred Education and Experience:

- Associate or Bachelor Degree

Key Areas of Responsibility:

- Track sales of bedding, feed, stalls, golf carts and camper rentals
- Financial Reporting
- Scheduling
- Maintain inventory of bedding, feed, etc. – work closely with vendors
- Communicates effectively and coordinates with other departments
- Maintain relationships with Show Managers
- Performs administrative functions/clerical tasks as needed
- Supervise and train seasonal Stable Office staff

As Needed:

- Willing to work flexible hours to accommodate event demands
- Miscellaneous duties as assigned by the General Manager