

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

**Job Purpose:**

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

**Reports To:**

- Stable Office Manager

**Qualifications and Skills:**

- High School diploma
- 2 to 3 years in an office setting
- Microsoft Office (Excel and Word)
- Cash Receipts
- Customer Service

Job Type: Seasonal Part-time

Pay: \$11.00 - \$13.00 per hour

Schedule:

- 8-hour shift
- Monday to Friday
- Weekends as needed.

Education:

- High school or equivalent (Preferred)

Experience:

- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Work Location: In person.