

# Stud Secretary

NEWMARKET

**Juddmonte is a leading international bloodstock and racing group with farms in the UK, Ireland and the USA. As our European-based stallions continue to go from strength to strength, an exciting opportunity has arisen to join our European Headquarters at Banstead Manor Stud, near Newmarket.**

Reporting to the General Manager UK and working within a small team, the successful candidate will be responsible for all administration relating to the Juddmonte broodmare band, including veterinary records, travel, registration, compilation of reports for the Senior Management Team, as well as general secretarial duties.

Attributes for this role include:

- Previous experience in a similar role
- Strong administrative and organisational skills
- Good working knowledge of Microsoft Office (Word/Excel/Outlook)
- Ability to manage a varied and often demanding workload with a high level of attention to detail
- Be highly motivated, conscientious and a good team player
- Previous experience of a stud management system would be an advantage

Juddmonte offers an excellent working environment and a package commensurate with experience. Some weekend and Bank Holiday working will be required.

Applications including a covering letter and CV should be sent via email to [hr@juddmonte.co.uk](mailto:hr@juddmonte.co.uk) or by completing an application form at <https://juddmonte.com/careers>

**JUDDMONTE**

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