

Stud Secretary

BANSTEAD MANOR STUD

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, along with compilation of reports for the Senior Management Team and general secretarial duties.

Attributes for this role include:

- Previous experience of stud office administration, in particular veterinary records, travel and registrations is essential
- 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

Some weekend and Bank Holiday working will be required.

In return, Juddmonte offers an excellent working environment, a salary commensurate with experience and an attractive benefits package which includes 33 days holiday (including bank holidays), health cash plan scheme, contributory pension scheme, permanent health insurance and life assurance scheme.

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

JUDDMONTE
