

Admin Assistant (FTC)

NEWMARKET

Juddmonte is a leading international bloodstock and racing group with farms in the UK, Ireland and the USA.

We are seeking to recruit a temporary Admin Assistant based at Banstead Manor Stud, near Newmarket, to provide support to our Stud Office team during the busy 2023 breeding season. **The contract will run from 13th February to 2nd June 2023.**

The successful applicant will possess the following attributes:

- Experience of general office duties including answering the phone, taking messages, data entry, filing and scanning
- Working knowledge of MS Word, Excel, Outlook
- Good attention to detail and a high degree of accuracy
- Enjoy working as part of a small team

The hours are 9.00am to 5.30pm Monday to Friday. In addition, the successful candidate must be able to work alternate Saturdays and Bank Holidays 8.00am to 1.00pm. This role will ideally suit someone who has a keen interest in horse racing and/or breeding and is looking for their first role within a busy stud office.

In return, Juddmonte offers excellent working conditions and a competitive salary and benefits package commensurate with experience.

Applications, including a covering letter and CV, can be sent via email to hr@juddmonte.co.uk or by completing an application form at www.juddmonte.com/careers

Closing date: Friday 2nd December 2022.

We reserve the right to bring forward the closing date in the event we receive a significant number of applications for this post.

Applicants must have the right to work in the UK as Juddmonte is unable to offer sponsorship.

JUDDMONTE
