

JUDDMONTE

JOB DESCRIPTION

Job Title:	Stud Secretary (Stallions)
Reporting To:	General Manager UK
Hours:	07:00 to 16:30 Mon-Fri (Feb to June) 60-minute unpaid lunch break. 09:00 to 17:30 Mon-Fri (July to Jan) 60-minute unpaid lunch break. Additional hours, bank holiday working and weekend work as required

Job Purpose

To provide an efficient, confidential and high-quality administrative service by dealing directly with clients and senior staff in relation to stallion covering enquiries/bookings/mare health requirements (Northern and Southern Hemisphere Breeding Seasons) and to support the Stud Management and Office teams as required.

Key Responsibilities

ITEMS IN BLUE ARE COMPLETED THROUGHOUT THE YEAR

ITEMS IN GREEN ARE MAINLY COMPLETED DURING THE BREEDING SEASONS

ITEMS IN PURPLE ARE MAINLY COMPLETED OUTSIDE OF THE BREEDING SEASON

- Ensuring the efficient handling of all enquiries for stallion bookings, making clients fully aware of the breeding requirements and ensuring they are always adhered to.
- Updating JEM (Juddmonte Equine Management system) with details of mares booked to stallions e.g. Details of Mare form, progress and scan updates for visiting mares.
- Uploading covering documents to JEM, responding to queries and processing emailed documents (including evenings/weekends)
- Communicating covering lists and any relevant issues to the General Manager UK, Stud Manager and stallion team
- Sending/emailing of breeding notifications to clients post-cover
- Producing and maintaining stallion fertility charts/statistics and ensure the required information is provided for the General Manager UK throughout the season and for the end of season report.
- Print daily stallion runners and race results for stallion team
- Liaising with Mare owners/studs to obtain details of the resulting progeny of mares covered by stallions in previous season and update JEM accordingly.
- Keep and update details, ratings, sales details etc for foal share animals (Excel spreadsheet)
- Keep and maintain spreadsheet of international stallion fees
- Requesting, processing and distributing 'barren' certificates for mares covered by stallions.
- Registering stallions as required, new stallions and annual re-registration.
- Co-ordinate submission of irrevocable instructions/paper covering certificates to sales companies if clients opt to pay for nominations out of sales proceeds when selling in-foal mares
- Ordering customised stationary for stud office (covering books, treatment sheets, foaling sheets etc).
- Uploading covering data to Weatherbys website and release electronic covering certificates via Weatherbys once payment has been received by the Finance department.
- Complete housekeeping within JEM focusing on horse duplicates and horse creation, ensuring data accuracy is maintained by all users. Provide feedback as appropriate.
- Updating JEM contacts as necessary

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- Administer 01638 731115 telephone line, including call handling for Bank Holidays, Covering Season, Duty Manager contact etc
- Providing support to Marketing/Nominations/Stud Office teams with hospitality and client events such as Juddmonte International, December sales, contracts etc.
- Marking sales catalogues for General Manager UK
- Add stallion progeny progress reports to JEM on behalf of General Manager UK
- Organising Christmas bottle gifts for boarding farms and Christmas gifts for other stud contacts
- Organise Stud Secretaries' dinner/evening (end of January)
- Print off agendas, minutes and attachments for TBA Vet Committee meetings and collate for General Manager UK
- Prepare notes ahead of monthly Senior Management meetings for General Manager UK
- Book flights, trains, parking, hire cars, restaurants etc as required for General Manager UK
- Schedule appointments and diarise meetings for General Manager UK
- Update Senior Management Movement calendar, BMS reception and Aralon (weekly email) with General Manager UK's movements
- Collating and relaying verbal and telephone messages for the General Manager UK
- Check credit card statements, supply receipts and invoices for General Manager UK, Stud Manager and Stud Office credit cards
- Produce and circulate monthly Horse Count Reports
- Prepare for and attend Senior Staff meetings, updating on Stud Office issues

Person specification

- Relevant previous experience in a similar role
- Knowledge of breeding regulations
- Highly organised and self-motivated with strong decision-making skills
- An understanding of the need for confidentiality
- Competent user of MS Office, particularly Excel
- Conscientious team player
- Strong work ethic with a flexible approach and the ability to remain calm during the demanding breeding seasons
- High attention to detail and the ability to produce accurate reports and statistical analysis
- Good verbal and written communication skills with the confidence to convey clear instructions
- Ability to build, and maintain, effective working relationships
- Full UK driving licence
- French and/or German language skills are desirable but not essential

The above is not exhaustive and other duties including projects and reporting commensurate with the post will be required by the post holder.