

JOB DESCRIPTION

Job Title:	Nominations Administrator
Reporting To:	UK Nominations Manager
Hours:	09:00 to 17:30 Monday to Friday Additional hours, bank holiday and weekend work as required

Job Purpose

To assist our UK Nominations Manager in the selling of nominations and the promotion and development of Juddmonte's European stallion roster. The successful candidate will primarily deliver an efficient, confidential and high-quality administrative service by supporting the continued development of long-term relationships with our valued international client base.

Key Responsibilities

- Prepare and issue Nominations contracts and checking invoices prior to distribution.
- Ensure effective liaison with both existing and potential clients in an appropriate manner.
- Assist and support with visitors to the stallion unit, ensuring that the stallion team are engaged appropriately i.e. provided with sufficient notice and that all visits are in keeping with the Juddmonte standard of service.
- Control and maintenance of the client database i.e. input new clients.
- Compilation and production of Hyperion statistics, stallion reports, stallion sales results and stallion runners lists for copy, distribution and maintenance of records as appropriate, in conjunction with the Pedigree Researcher.
- Proactive correspondence with existing and prospective clients.
- Working closely with the marketing team and Pedigree Researcher in the provision of stallion statistics, proof reading and news/information for the website and social media.
- Member of the social media rota providing timely updates relating to our stallions and runners.
- Liaise with clients at events and representing Juddmonte at sponsored race days.
- Involvement in ad hoc projects and the provision of reports/data analysis as required.

The above list is not exhaustive and will include other duties as required, in line with the position.

Person Specification

- A team player with the flexibility to work alongside different departments, as well as being self-motivated with the ability to work independently.
- A sound understanding of the bloodstock industry and its participants.
- A good understanding of pedigrees with an aptitude for statistics.
- Understands the importance of confidentiality and discretion.
- Strong administrative and data entry skills with a high level of attention to detail.
- Strong interpersonal and communication skills.
- The ability to work in a high-performance environment with exacting standards and tight deadlines.
- A good working knowledge of MS Office.