

JUDDMONTE

JOB DESCRIPTION

Job Title:	Administrative Assistant - Stud Office (FTC)
Reporting To:	Stud Secretary (Stallions)/General Manager UK
Hours:	Monday to Friday, 09:00 – 17:30 In addition, alternate Saturday mornings and bank holidays on a rota basis
Contract Length:	January to June 2027 (maximum 25 weeks)

Job Purpose

To support the Stud Office team with administrative duties during the breeding season as required.

Key Responsibilities

- Answering telephone calls, taking messages as required
- Input and update relevant information/data on JEM (stud management system) including;
 - Visiting mare cover documentation
 - Details of Mare Forms
 - EVA Certificates
 - EIA Certificates
 - CEM Certificates
 - Freedom From Infection Forms
 - Flu Vaccinations
 - Mare Passports
 - Scan results for visiting mares
 - Resulting progeny details for mares covered in previous season
 - Daily vet lists (if working weekends & bank holidays)
 - Horse locations (if working weekends & bank holidays)
- Print out and distribute location reports for Banstead Manor Stud.
- Maintain a clear and efficient filing system.
- Provide support to General Manager UK and Stud Manager, including completing research projects/tasks as needed.
- Provide general support to Stud Office team.
- Provide ad hoc main reception cover.

The above is not exhaustive and other duties including projects and reporting commensurate with the role.

PERSON SPECIFICATION

Essential

- Good working knowledge of MS Office (Word, Excel & Outlook)
- Previous office experience or practical stud experience
- Ability to learn and adapt to new systems and processes quickly (full training provided)
- Enjoy working collaboratively as part of a small team
- Willing to support a wide range of administrative tasks with a flexible, proactive approach
- Display professionalism, a strong work ethic, and confident communication skills
- Demonstrate a high level of accuracy and attention to detail
- Current 'Right to Work' in the UK under new regulations as Juddmonte does not offer sponsorship