

Job Description: Equine Sales Company Administrator

Location: Lexington, KY (On-site) **Job Type:** Full-time **Standard Hours:** Monday – Friday, 9:00 AM – 5:00 PM

About the Role

Dedicated **Sales Office Administrator** to join our team in Lexington, Kentucky. The ideal candidate possesses a strong background in or knowledge of the equine industry. The sales administrator will support the General Manager, office staff, and clients, serving as a key point of contact for consignors and buyers conducting business with the company.

Key Responsibilities

Administrative & Operations

- Manage sales entries, contract processing, data system management, customer invoicing, sales settlements, etc.
- Oversee and manage web-based data system application that serves as the company's core operational system.
- Organize and execute clerical and other duties specific to equine auction sales.
- Serve as a liaison to consignors and purchasers involved in the auction sales process.
- Assist General Manager in all sales company operations.

Financial & Data Management

- Perform billing, data entry, and financial reconciliation/settlements.
- Utilize company database/web application to organize and track core business data associated with sales operations.
- Serve as key manager and operator of sales company's operations application (database) to ensure efficient operations flow.

Technology

- Proficiency with **Microsoft Office Suite** (Word, Excel, Outlook).
- Working understanding of QuickBooks accounting software.
- Ability to learn and master the company's custom business (web-based) software application (database).

- General internet research and proficiency.

Qualifications & Requirements

- **Experience:** College degree preferred; office experience or equivalent relevant experience required.
- **Industry Knowledge:** Background or knowledge of the equine industry is highly preferred.
- **Communication:** Professional verbal and written communication skills (phone, email, and in-person).
- **Database Management:** Experience in database functionality and operations flow within web-based application software.
- **Soft Skills:**
 - Highly organized with keen attention to detail.
 - Ability to meet strict deadlines.
 - Works cooperatively with others while maintaining the ability to work independently.

Schedule, Travel & Physical Requirements

Schedule Flexibility While standard hours are Monday through Friday, this role requires flexibility during peak seasons. Candidates must be available for:

- Additional hours and flexibility during peak periods (horse sales and sales settlement process).
- Multiple evenings during peak periods annually.

Travel

- Must be able to travel out of state annually for approximately 5 to 7 consecutive days as part of annual regional horse sale.

**Interested candidates should email their resume to kssc2026@gmail.com*