



APPALOOSA HORSE CLUB EST. 1938

The International Breed Registry for Appaloosa Horses

Job Announcement: Receptionist

Appaloosa Horse Club

The Appaloosa Horse Club (ApHC) is seeking a friendly, organized, and professional **Receptionist** to serve as the first point of contact for our members, visitors, and business partners. This full-time position plays a key role in supporting daily office operations and delivering excellent customer service to our diverse membership.

Key Responsibilities:

- Greet and assist visitors in a courteous and professional manner
- Answer and direct incoming phone calls and emails
- Provide accurate information regarding ApHC programs, membership, events, and services
- Perform general administrative duties such as filing, data entry, and mail handling
- Assist staff with clerical tasks and special projects as needed
- Maintain a clean, organized, and welcoming front office area

Qualifications:

- High school diploma or equivalent required
- Previous receptionist or administrative experience preferred
- Strong communication and customer service skills
- Proficiency with basic office equipment and computer applications (e.g., email, word processing)
- Ability to multitask, stay organized, and work independently
- Interest in or knowledge of the equine industry is a plus

Work Environment:

- Professional office setting
- Interaction with members, staff, and the public daily

How to Apply:

Interested applicants should submit a resume and a brief cover letter outlining their qualifications and interest in the position to executivedirector@appaloosa.com.

The Appaloosa Horse Club is an equal opportunity employer and values diversity in the workplace.