

ApHC REGISTRY, SHOW APPROVAL, & POINTS SECRETARY

Appaloosa Horse Club
2720 West Pullman Road, Moscow, ID 83843
Full-time

Email your resume to CEO@Appaloosa.com to apply.

Job details

Job Type
Full-time

Full Job Description

APPALOOSA HORSE CLUB SHOW APPROVAL & POINTS SECRETARY

Position Available: Immediately

Position Summary

To approve properly submitted regional and international shows, receive and process show results while ensuring compliance with rules, accurately maintain the national point system records and finalize annual and lifetime awards based upon accrued national points.

Major Duties & Responsibilities

- Provide excellent customer service via email, phone, and in-person interactions with members, exhibitors, judges, and regional show personnel.
- Receive show approval applications, ensure compliance with rules, update information in the ApHC database, and ensure correct information is published in *Appaloosa Journal* and on the ApHC website.
- Communicate directly with show management on deficiencies concerning approval applications and provide updated and timely show packets in advance of events.
- Receive show results, upload/input results to the ApHC database, award points to exhibitors/horses upon completion of the process and once all requirements are met, ensure accurate information is published in *Appaloosa Journal* and on the ApHC website.
- Work to provide educational materials and resources for show management while leveraging technologies to improve communication, delivery of materials, and accuracy of approvals and results.
- Assist with other show/performance department projects and deadlines as needed.

Working Relationships

Interacts with all inter-office personnel including those in data processing, accounting, registration, and performance departments. Reports to the Performance Department Supervisor.

Minimum Work Requirements

The position requires specialized knowledge of the equine industry, accounting and data entry skills, strong computer skills, writing/editing/proofreading skills, project management ability, and strong communication skills.

Job Type: Full-time

Pay: \$16.50 - \$17.50 per hour

Benefits:

- 401(k)
- Dental Insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Day shift

Ability to commute/relocate:

- Moscow, ID 83843: Reliably commute or planning to relocate before starting work (Required)

Work Location: One location