



APPALOOSA HORSE CLUB EST. 1938

The International Breed Registry for Appaloosa Horses

Registration Department Specialist Appaloosa Horse Club (ApHC) Oklahoma City, Oklahoma

The Appaloosa Horse Club is seeking a dependable, detail-oriented **Registration Department Specialist** to join our team in Oklahoma City, Oklahoma.

This position plays an important role in supporting ApHC members by processing horse registrations, ownership transfers, and related documentation while delivering excellent customer service.

Primary Responsibilities

- Process horse registrations, transfers, leases, and related paperwork accurately and efficiently
- Review applications and supporting documents for completeness and compliance
- Communicate with members regarding registration requirements and corrections
- Maintain accurate electronic and physical records
- Answer member questions by phone and email in a professional manner
- Assist with department projects and daily office operations
- Work collaboratively with other departments to support organizational goals

Qualifications

- Strong attention to detail and organizational skills
- Excellent written and verbal communication skills
- Customer service experience preferred
- Proficiency with Microsoft Office and general computer systems
- Ability to manage multiple tasks and meet deadlines
- Accounting or data entry experience is a plus
- Horse industry knowledge is helpful, but not required

Work Environment

- Part-time position
- Three (3) to four (4) days per week
- On-site in Oklahoma City, Oklahoma

How to Apply

Interested candidates should submit a resume and cover letter to:

executivedirector.com

Please include "Registration Department Specialist" in the subject line.

The Appaloosa Horse Club is an equal opportunity employer.