



We're Growing Again

AMHA is currently looking to expand their Registry team and is looking for EXCEPTIONAL candidates to interview for the position of Registry Associate. This person must be able to work out of the Lexington, Kentucky office located at the beautiful Kentucky Horse Park.

The AMHA Registry Department is a busy and active place so it's the perfect opportunity for a hard-working, detail oriented, computer savvy, customer driven, professional and positive person. The ideal candidate must be comfortable with a fast-paced work environment with quickly changing needs while demonstrating superior customer service via telephone and written communication methods. Accuracy with both data entry and communication with members as well as the ability to quickly learn and follow all Registry and AMHA policies are paramount requirements.

If you feel you meet these qualifications and are looking for a place where your voice will be heard, your contributions count and are valued, and you believe in the company mission of preserving, promoting and perpetuating the Morgan horse, then review the job description below and submit your resume along with a cover letter AND a minimum of two letters of recommendation from prior employers or educators. Resumes submitted without a cover letter explaining your interest in the position or without the required recommendations WILL NOT be reviewed. Do not send a resume with a note that states references will follow. Those candidates will not be considered.

This is NOT a remote position and must work out of the Lexington, KY office. Regular business hours are Monday – Friday from 8:30 am to 5:00 pm. Salary based on experience and ability. The benefits package is one of the best available including health, dental and vision insurance, life insurance, short-term and long-term disability insurance, 7 personal days per year, 2 weeks vacation your first year, 10 holidays plus paid time during the holiday closure between Christmas and New Years.

Due to the nature of this position, AMHA will be HIGHLY selective and will be taking resumes until the ideal candidate is secured.

Send complete submission to Executive Director, Carrie J. Mortensen at carrie@morganhorse.com or 4037 Iron Works Pkwy, Ste 130, Lexington, KY 40511.

Detailed Job Description

Job Title: Registry Associate

Department: Registry

Supervisor: Registrar

General Job Description:

Process Registry transactions and provide optimal customer service to members.

Major Duties and Responsibilities:

Duties and responsibilities may include (subject to change) but are not limited to:

Basic clerical support for Registry Department which may include:

- Processing Registry Transactions (transfers/registrations/leases/stallion reports/etc.)
- Daily Phone, written correspondence and e-mail communications,
- Processing DNA orders/kits/results
- Proofing, Processing and Mailing Certificates,
- Scanning, Filing, Copying, Organizing,
- Registry and other AMHA Mailing assistance,
- Processing Mail (incoming/outgoing when needed as backup),
- General Office/Clerical Work as AMHA deems needed

Minor Duties and Responsibilities:

Actively support the objectives of the AMHA in all Registry and other related matters.

Qualifications for the Job:

Education: Associate's Degree or higher preferred. Experience can substitute for education.

Experience: Previous clerical experience, specifically registry related preferred.

Other: Ability to be flexible with tasks and willingness to adjust accordingly to quickly changing priorities as deemed necessary by the Registrar.

Key Competencies:

- Intermediate to Advanced Computer Skills
- Extreme accuracy in data entry and processing
- Ability to manage time and report progress
- Customer Service orientated
- Professional writing and speaking skills
- Extreme flexibility

Physical Requirements:

Ability to sit, type, stand and lift up to 25 pounds from time to time as required.

Travel is NOT required.