



This is an exciting opportunity to work for one of the West Coast's premier equestrian event & boarding facilities. Located in Woodside, The Horse Park is looking for a professional and very organized Administrative Assistant to support the Management team.

Hours for this position are 9AM – 4PM during non-event days and 8AM – 4PM during event days/months with flexible overtime availability needed. The job would be 5 days a week including some weekends.

Pay rate will be Hourly and will start at \$25/hour with performance or experienced based opportunity for increases. Medical benefits available.

**Duties include:**

**Reception Duties**

- Oversee phone lines and email inboxes, organizing and forwarding based on priority.
- Provide outstanding customer support and interface.
- Manage meeting schedule and HP calendar.

**Administrative Duties**

- Prepare various reports as requested.
- Keep Member and Vendor contact information current in Donor Perfect and QuickBooks databases.
- Manage, maintain and organize daily office operations.

**Project Support**

- Assist with company events and special projects.
- Assist with projects as needed.

**Board and Fundraising Support**

- Provide administrative support as requested by board members and approved.
- Provide administrative support for fundraising and Public Relations activities.

**You will need:**

- 2+ years of Executive support experience in a fast-paced environment.
- Proficiency in QuickBooks and MS Office.
- A high level of attention to detail, with exceptional communication and time management skills.
- Able to adapt and enjoy working in a continuously changing, evolving environment.
- Proven professional experience dealing with sensitive/confidential information.
- Willing to handle urgent issues that may arise outside normal business hours.
- Excellent customer relations skills.

Please submit your current resume for consideration ([Katie@horsepark.org](mailto:Katie@horsepark.org)) for this unique and rewarding opportunity.