

Stud Secretary / Administrator

Job Summary:

The role of a Stud Secretary can vary depending on the size and scope of the stud. Generally, the Stud Secretary will be responsible for the maintenance of stud records and to carry out administrative duties on behalf of the Stud and the Stud Manager

Main Duties:

- Administration & Office Management: Managing general office tasks, correspondence (emails, letters), scheduling appointments, and maintaining office supplies.
- Record Keeping: Meticulously maintaining accurate and confidential records related to horse breeding (mares / stallions / youngstock), health histories, horse movements etc. as well as planning future actions. This will often require the use of bespoke software.
- Financial Administration: Assisting with invoicing, payments, payroll preparation, expense tracking, and liaising with accountants.
- Communication: Acting as a key point of contact for clients (mare owners, bloodstock agents), veterinarians, farriers, and other industry professionals, handling inquiries and relaying information.
- Sales Support: Assisting with paperwork for horse sales, preparing catalogues, and managing related communications.
- Compliance: Ensuring all necessary permits, licenses, and official registrations for horses and stud operations are up-to-date.
- Stock Control (office supplies)

Competencies (Behavioural):

- Reliable and hard working
- Attention to detail
- Team player with good communication skills

Core Skills:

- On a stallion stud, these could include booking mares in for covering, completion of covering certificates and nomination invoicing
- On a boarding stud, a large part of the role is likely to be communicating with clients regarding the wellbeing of mares and youngstock including veterinary examinations, foalings and coverings.
- Exceptional client service
- A good understanding of thoroughbred breeding and industry practices
- Liaising with suppliers as well as keeping other stud records like staff details, paddock management, machinery
- Requires strong organizational skills, attention to detail, excellent communication and IT proficiency, discretion



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Education and Experience:

- Minimum GCSE level qualifications beneficial and must have taken the Stud Administration Course
- Generic training in secretarial skills
- Industry experience through yard roles or acting as an assistant to a stud secretary

Working Conditions:

- Pay level: Management Level 1/2
- Full or part-time role depending upon the business
- Office-based and can sometimes require weekend work



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