

# PINTO



# HORSE ASSOCIATION OF AMERICA, INC.

---

**Position:** Registration and Performance Department Assistant

**Company:** Pinto Horse Association of America, Inc.

**Location:** Bethany, Oklahoma

**Work Period:** Full Time, Monday – Friday, 8:00 am – 4:30 pm  
Must be able to work World Show (3 weeks) and  
Color Breed Congress Show (2 weeks) in Tulsa, OK

**Job Description:** Will assist the Registration Department in daily work as needed. This may include processing registrations, transfers and leases, scanning documents, filing, answering phones and other office work.

Will assist the Performance Department in daily work as needed. This may include entering show results in the computer, entering show entries in the computer and other office work.

**Requirements:** GED or High School diploma  
Knowledge of the horse industry a must.  
Basic computer skills, typing and ten-key  
Knowledge of Microsoft office  
Willing attitude  
Detail oriented

**Contact:** Please submit resume and cover letter to:  
Angela McCannon  
7330 NW 23<sup>rd</sup> Street  
Bethany, OK 73008  
[Amccannon@pinto.org](mailto:Amccannon@pinto.org)