

PINTO



HORSE ASSOCIATION OF AMERICA, INC.

Position: Registration Department Associate

Company: Pinto Horse Association of America, Inc.

Location: Bethany, Oklahoma

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

Job Description: Daily work may include answering incoming phone calls; answering e-mails; perform the data entry of registration work received and correspond with owners; providing information in a timely, concise and accurate manner, and other work as needed.

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

Benefits: Health and Dental Insurance, Life Insurance, 401(k), Vacation Time, Personal Time, Paid Holidays

Contact: Please submit resume and cover letter to:
Dorothy Fread
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Bethany, OK 73008
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