



ARABIAN HORSE ASSOCIATION

# **WE'RE HIRING! REGISTRY SERVICE REPRESENTATIVE**

*Do you have a passion for Equine Industry?*

## **THIS IS THE JOB FOR YOU!**

The Arabian Horse Association is hiring for a Registry Service Representative. This is a full time, hybrid position located in Aurora, CO. As a part of the Registry Services Team, you will work to provide high quality customer service, assist owners with breed registrations, and represent AHA at events. Plus, this fast paced environment allows for room to grow within specialized areas of the Registry Services Team.

To apply, send a Resume and Cover Letter to  
[hr@arabianhorses.org](mailto:hr@arabianhorses.org)



## ARABIAN HORSE ASSOCIATION

### **PRIMARY POSITION DUTIES AND RESPONSIBILITIES**

- Handles all phone inquiries in a timely manner
- Enters, updates, and assists with registrations efficiently
- Processes membership requests by phone, email, and mail
- Regularly contacts customers regarding pending work
- Promotes and sells all AHA related programs and services
- Provides owners with accurate information needed to process their work
- Assists owners with membership questions
- Processes payments for Registration and membership services

### **REQUIREMENTS**

- 1+ year in a customer service role and/or data processing
- BS in Equine Science (or equivalent equine experience) preferred
- Familiarity working with database management, spreadsheet design, and word-processing
- Excellent written and grammar skills
- Capable of working in a team environment
- Excellent communication and interpersonal skills
- Must have strong work ethic and ability to self-start
- Able and willing to travel and work overtime as required
- If traveling, must have a valid Driver's License

### **ABOUT AHA**

The Arabian Horse Association is a full-service non-profit breed association, AHA seeks to meet the breeding, competitive and recreational interests of all Arabian horse owners. We offer over 344 events and competitions and have the largest online marketplace, bringing enthusiasts together to share the joys of Arabian horse ownership.