



ARABIAN HORSE ASSOCIATION

WE'RE HIRING!

REGISTRY SERVICES REPRESENTATIVE

Do you have a passion for Events within the Equine Industry?

THIS IS THE POSITION FOR YOU!

To apply, send a Resume and Cover Letter to hr@arabianhorses.org

Overview

The Arabian Horse Association is looking to fill our Registry Customer Service Representative position. As a part of the Registry Services Team, you will work to provide high-quality customer service, assist owners with breed registrations, collection calls and/or correspondence and represent AHA at events. This is a fast-paced environment that allows for room to grow within specialized areas of the Registry Services Team. You must live in the Colorado area and be able to travel to the office regularly.

Duties

The duties and responsibilities of the Customer Service Representative (CSR) is to handle all phone inquiries; this is a call center, and all customers must be supported promptly. Enter, update, and assist with registrations effectively and efficiently. Process membership requests by phone, email, and mail. Regularly contact customers regarding pending work. Promote and sell all AHA-related programs and services. Provide owners with accurate information needed to process their work. Assist owners with membership questions. Process payments for registration and membership services. Make regular collection calls and/or correspondence

Skills

Our ideal candidate will have Equine experience either on a personal or professional level. 1+ years in a customer service role and/or data processing. A degree in Equine Science a plus or equivalent equine experience preferred. Familiarity with database management, spreadsheet design, and word processing. Excellent written and grammar skills. Must have excellent communication and interpersonal skills. Capable of working in a team environment and independently. Ability to self-start and have a strong work ethic. Required to travel (multiple days and out-of-state), work overtime, and weekends based on events is required. Must have a valid driver's license, with the ability to drive and rent vehicles. Authorized to work in the United States.

Job Type: Full-time; Monday- Friday

Pay: \$20.00 - \$22.00 per hour

Expected hours: 40 per week

Benefits: 401(k), 401(k) matching, Health insurance, Dental insurance, Vision insurance, Health savings account, Paid time off, Parental leave

Experience: Equine: 1 year (Required)

Willingness to travel: 25% (Required)

Work Location: Greenwood Village, CO 80111