

**A leader in the Thoroughbred Industry, Stonestreet Farm  
has an immediate opening for an experienced  
THOROUGHBRED ADMINISTRATOR  
to join our dynamic, world class team.**

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**Our Thoroughbred Administrator is an integral part of Team Stonestreet, handling tasks essential to the successful management of our business including,**

- Maintaining active communication with internal personnel, veterinarians, consignors, breeding farms, trainers, bloodstock agents, and other industry organizations

**Breeding Division:**

- Breeding Contracts
- Mare Bookings
- Shed Paperwork
- Shed Bloodwork (imports/exports,etc)
- Mare Statuses
- Required Notifications/Reports
- Nominations – KTDF, Breeders' Cup, KBIF
- Tracking surgeries & health status
- Inspection Notes, tracking
- Reporting and analyses as requested

**Sales Activities:**

- Contracts
- Entries
- Paperwork/Deadlines (Property Lines, Proofs, Questionnaires)
- Bloodwork
- Radiographs
- Overall updates that affect sales
- Surgeries

- Overall Health History
- Departing Horses
- Purchases – confirming Nominations, adding information to Databases, gathering past health histories
- Check in daily with consignors on sales grounds

**Racing Activities:**

- Information Gathering – contacts/emails/updates
- Silks – ordering, dispersing
- Jockey Club registration and naming
- Entry Statuses - Licensing, Licensing Partnerships

**Office Management:**

- Office Supplies
- Event RSVPs
- Some errands

**A successful candidate must:**

- Have strong knowledge of Thoroughbred industry practices
- Have excellent verbal and written communication skills
- Be proficient with Microsoft Office, Adobe, Horse Farm Management software, and highly comfortable with all forms of electronic communication
- Be exceptionally detail oriented and highly organized
- Be comfortable working in a team environment

Opportunity for hybrid of remote and Lexington, KY in-person office schedule. This is a Full-time position with comprehensive compensation and benefits package.

**Qualified, interested candidates should submit resume, references, and wage requirements to:**

**Human Resources | Email: [humanresources@stonestreetfarms.com](mailto:humanresources@stonestreetfarms.com) | Fax: 859-259-9660.**