



NOMINATIONS ADMINISTRATOR

Juddmonte Farms is a leading international bloodstock and racing group with farms in the UK, Ireland and the USA. As our European-based stallions continue to go from strength to strength, we are seeking to recruit a Nominations Administrator at our European Headquarters at Banstead Manor Stud, near Newmarket.

Juddmonte is looking to recruit a Nominations Administrator who will contribute to the development of long-term successful relationships with our clients, in keeping with the Juddmonte ethos.

Reporting to the Stallion Nominations Manager, the Nominations Administrator will primarily be responsible for the preparation and issue of contracts, liaising with clients and supporting stallion visits.

The successful candidate will have strong administration and data entry skills and will be able to demonstrate the following attributes:

- A sound understanding of the bloodstock industry and its participants
- A good understanding of pedigrees
- A high level of attention to detail is imperative to this role
- Personable with excellent communication skills
- A high level of confidentiality and discretion
- The ability to liaise with clients and host regular stud visits
- An enthusiastic team player is essential
- An aptitude for statistics would be advantageous

In return, Juddmonte offers excellent benefits with a competitive salary.

Applications including a covering letter, CV, current remuneration and reference details should be sent to Vicki Desborough, HR Assistant, by email to hr@juddmonte.co.uk or by post to Banstead Manor Stud, Cheveley, Newmarket, Suffolk CB8 9RD by Friday 6th September 2019.