

**JOB OPENING AT LEGISEQUINE.COM**  
**FARM & RANCH – ADMINISTRATIVE**  
**ASSISTANT**

LEGISequine.com is a boutique insurance agency seeking a career-oriented individual looking to be part of a dynamic, collaborative team. Horse knowledge is preferred, combined with strong customer service, communication, and problem-solving skills.

**Full or Part Time (NOT a remote position):**

- Office Hours Monday - Friday 8:30AM EST - 7:00PM EST
- Hourly
- Located in Aiken, SC

**Skills and Experience:**

- Administrative tasks requiring timeliness, accuracy, and able to follow multiple steps.
- Basic knowledge of horses and horse industry.
- Computer skills: Word, Excel, internet, obtaining data from a database
- Ability to research problems or issues and provide history, assist with solutions, and help implement agreed upon solutions.
- Willingness to learn and continually enhance skills.

**The successful person will:**

- Thrive working as part of a dynamic, focused Team in a collaborative manner.
- Be detailed oriented, organized, and accurate.
- Take responsibility for personal actions as well as contributing to the Team.
- Embrace the challenges and rewards of working for a dynamic, growing company.
- View education as a lifelong process and seek to continually learn and grow as a person and in one's career.
- Be able to work under pressure and deadline with accuracy and composure.
- Be willing to "roll up one's sleeves" as needed for special projects and situations.

For more information please contact: Sarah Rajoy, Operations Manager [sarah@legisequine.com](mailto:sarah@legisequine.com)

We ask that interested candidates provide a resume or letter of introduction that includes work and education experience, and two references.