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Subject: **AHP CareerTrack: Certified Horsemanship Association Seeks an Administrative/Sales Coordinator**
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Certified Horsemanship Association Seeks an Administrative/Sales Coordinator

Certified Horsemanship Association (CHA) is looking for a part-time Administrative/Sales Coordinator to be based out of our Lexington, Kentucky office. This position will have a part-time salary, as well as some commission earning potential. The qualified candidate will be responsible for helping maintain the CHA Corporate Office, order fulfillment, member service and generating new and returning individual, program/business memberships and ad sales.

Job Qualifications:

1. Strong written and verbal communication skills
2. Skills and experience in sales, cold calling, clerical work, data entry, filing, shipping, inventory and customer service.
3. Must be customer service oriented in attitude and appearance.
4. Demonstrates excellent computer skills including proficiency with Microsoft Office Suite and Internet and email proficiency
5. Possesses exceptional organizational skills and is able to work without direct supervision
6. Customer oriented in appearance and attitude; willing to provide outstanding service and has a positive outlook with a can-do attitude

Please no phone inquiries about this open position and send all resumes and cover letters with subject line of Admin/Sales Coordinator Resume to office@CHA-ahse.org by no later than December 31, 2012. The qualified candidate will begin work February 2013.

The purpose of CHA is to promote excellence in safety and education for the benefit of the horse industry. CHA certifies instructors and trail guides, accredits equestrian facilities, publishes educational manuals, produces educational horsemanship DVDs and hosts regional and international conferences. For more information on the Certified Horsemanship Association, please visit www.CHA-ahse.org. To find a certified horseback riding instructor or accredited equine facility near you visit www.CHAINstructors.com.

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