



The Horse Ranch– Office Assistant Position

The Horse Ranch is looking for someone to be a part of a positive, progressive, and energetic environment. Successful applicant will assist with a variety of tasks in a part time position one or two days a week. Hours and days worked are somewhat flexible. Applicant must have reliable transportation to Ranch office located 22 km East of Fort St. John. For more information about The Horse Ranch and Glenn Stewart Natural Horsemanship please visit www.thehorseranch.com.

Successful Applicant must be possess good written and verbal English language communication skills, be mature, self motivated and resourceful, have the ability to work independently, and possesses excellent organizational skills and attention to detail. Applicant must have an overall fairly high level of computer skills. Preference will be given to those with a working knowledge of:

- Maintaining data
- Photoshop & design
- Social media & advertising
- Sales & merchandising
- Shipping & receiving

Skills and experience in some or all of following specialized is also an asset:

- Writing, Editing, Photography, Videography, Journalism, Marketing
- Experience in web or graphic design
- Experience with Mac Computers (office runs both Mac and PC) Drupal web design programs, Photoshop, Itunes Libraries, Simply Accounting, Youtube, Final Cut Pro, and Constant Contact.

Wages negotiable depending on experience. Most importantly, we are looking for a bright, positive person who is committed to the team with the ability to work within tight deadlines. If you enjoy varied work in a fast paced environment, please send cover letter and resume to dixie@thehorseranch.com with “Office Assistant” in the subject line.