

We're HIRING!



Thoroughbred
Incentive Program

Shipping/Fulfillment Clerk

We are currently looking for a full time shipping and fulfillment clerk to support T.I.P. and The Jockey Club companies.

The Jockey Club is seeking a highly organized, self-motivated individual to support the Thoroughbred Incentive Program (T.I.P.) and Registry operations. This position combines inventory management, shipping and fulfillment, customer service, and administrative support in an office environment serving Thoroughbred owners, exhibitors, and industry stakeholders.

More information below.

To Apply, send your CV
and cover letter to:
kwerner@jockeyclub.com

Position located at:
821 Corporate Dr.
Lexington, KY

The Jockey Club Shipping/Fulfillment Clerk

Responsibilities

- Manage inventory, organization, and fulfillment of Thoroughbred Incentive Program shipments according to established schedules and deadlines.
- Prepare, pack, and ship awards, promotional materials, and other program-related items.
- Communicate with horse shows, exhibitors, and program participants regarding shipments, materials, and program needs.
- Provide administrative support for the Thoroughbred Incentive Program and related industry initiatives.
- Respond to customer inquiries via telephone, email, and mail correspondence and assist in resolving registration-related matters.
- Process Registry documentation and assist with routine registration activities.
- Perform routine mail handling duties, including preparing outgoing correspondence and opening incoming mail.
- Support special projects and other duties as assigned.

Qualifications & Skills

- Highly organized with strong attention to detail.
- Ability to work independently and manage multiple priorities.
- Strong customer service and communication skills.
- Experience with inventory management and shipping/fulfillment processes.
- Proficiency in Microsoft Excel, Word, and Outlook.
- Ability to maintain accurate records and follow established procedures.
- Interest in the equine industry is preferred.

Physical Requirements

- Must be able to lift, carry, move, and organize boxes and shipment materials.
- Ability to perform routine shipping, inventory, and mail-handling tasks.

Benefits

- Health insurance, Dental insurance, Vision insurance
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- Life insurance
- 401(k) and 401(k) matching
- Paid time off
- Employee Assistance Program (EAP)
- Professional development assistance

Location: Lexington, Kentucky

Schedule: Full-time, Monday-Friday