



Administrative/Marketing Officer

- **Healesville Location**
- **Permanent Part Time (30 hours per week) with potential to expand**
- **Diverse and varied role**

Healesville Greyhound Association Inc (HGA) is a licensee under the control of Greyhound Racing Victoria (GRV) which is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagers and on-course race goers. HGA & GRV are committed to attracting, selecting and retaining the best caliber of people to achieve the highest level of performance and behavioural standards required for each position and are seeking an efficient professional to fill the role of Administrative/Marketing Officer.

The Administrative / Marketing Officer (AMO) reports directly to the Club Manager (HGA) and is responsible for providing a high level of administrative, marketing, MYOB and professional support services, some of which are of a highly responsible and confidential nature. This role frequently communicates with both senior and medium levels of internal and external contacts and is regularly exposed to confidential information and has a high level of tact and integrity due to the sensitive nature of the information received and the requirements of the role.

The successful applicant will possess:

- Excellent skills in the understanding and use of Microsoft Office, MYOB, Social Media, website updating and Drop box
- Demonstrated ability to act in a professional manner
- Strong administrative/marketing skills including the ability to demonstrate a high level of organisation skills and attention to detail
- Excellent verbal and written communication skills
- Ability to work efficiently and with discretion. Has a thorough understanding of confidential matters
- Ability to resolve problems, adopts and adjusts to change and its processes

It should be noted that this role is required to work on race day meetings on Sundays however flexibility is available by negotiation.

To apply for this position please send your cover letter addressing the above selection criteria together with a copy of your resume to careers@grv.org.au by Close of Business Friday, 3 March 2017.

For further information, please contact Cynthia O'Brien, Club Manager on telephone number 5962 2420 or for a copy of the position description, please visit our web site – www.grv.or.au

*Healesville Greyhound Association (HGA) is an EEO employer
All offers of Employment will be subject to a satisfactory police check
All employees must have the right to work in Australia*