



Warragul Greyhound Racing Club

MANAGER

(Permanent full-time)

- rewarding position - dynamic industry -

The Warragul Greyhound Racing Club has an exciting opportunity for a competent business manager to build on recent developments and initiatives to further develop and position the club for a prosperous future.

Managing 3 permanent staff and up to 15 casual race day staff, the role requires sound organisational, financial, administration and communication skills to manage competing demands of the Club.

Added to this, a key component of the role centres around local community involvement. An applicant with good networking skills and experience in sponsorship and marketing will be well regarded in this respect.

This is a unique opportunity to become part of a growing Club and join the vibrant industry of greyhound racing.

Written applications, marked "Private and Confidential" specifically addressing the Selection Criteria (see below) together with a copy of your resume should be sent to –

Phillip Pryor

Warragul GRC

PO Box 313

WARRAGUL VIC 3820

Or email careers@grv.org.au

Applications close 5pm Friday 21st November 2014.

For further information please contact Phil Pryor on (03) 5623 1867 or email careers@grv.org.au

The Warragul Greyhound Racing Club is an Equal Opportunity Employer

Warragul Greyhound Racing Club

Written applications specifically addressing the Selection Criteria and marked 'Private and Confidential' must be received by;

5.00pm Friday 21 November 2013 to:

**Phil Pryor
Warragul GRC
PO BOX 313
WARRAGUL VIC 3820**

Or via email careers@grv.org.au

SELECTION CRITERIA

Position: Manager

Applicants for the position of Manager with the Warragul greyhound Racing Club are asked to carefully consider the following Selection Criteria and to ensure their applications specifically address all of the criteria listed below.

Selection Criteria

1. Organisation and time management skills including multi-tasking, working within deadlines and prioritising tasks.
2. Financial management skills including the ability to prepare collate and analyse financial returns and maintain budgets.
3. Demonstrated staff management skills as well as a working knowledge of employment issues, Awards and Acts.
4. Administrative experiences.
5. Experience in Marketing, Sponsorship, Public Relations, Event Management or a similar field.
6. Knowledge of the greyhound racing industry (desirable).