



Infrastructure and Maintenance Coordinator

- **New and exciting full time position**
- **West Melbourne Location**
- **Supportive and friendly team**
- **Use your strong construction project admin skills**

Greyhound Racing Victoria (GRV) 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, wagerers and on-course racegoers. GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position.

If you are a person that possess a strong work ethic and organisational skills, have a passion for construction and maintenance project administration, then this just might be the role that you are looking for.

Reporting directly to the Construction Projects Manager, the successful incumbent will be responsible for effectively supporting and coordinating the infrastructure capital and track preparation maintenance programs. Managing the occasional smaller project, you will have the demonstrated ability to prepare draft quotation, tender and contract documentation, provide contract administration support, monitor budgets against project expenditure, together with setting up and monitoring of project tracking systems. The incumbent will also provide support to GRV's 13 Clubs for ongoing track maintenance functions including coordination of curator forums, procurement and management of stock and supplies and track condition reporting.

To apply for this position please send your cover letter addressing the following selection criteria together with a copy of your resume to careers@grv.org.au by Close of Business Wednesday 4 February 2015:

- Strong organisational skills
- Ability to work to deadlines
- Effective communication skills
- A self motivator with ability to work as part of a team and independently
- Experience in construction/maintenance or related infrastructure field
- Experience in budget/finance reporting
- Strong computer skills, including Microsoft Office

For further information please contact Mr Paul Bennett on telephone number (03) 8329 1161 or for a copy of the position description, please visit our web site – www.grv.org.au

*GRV is an EEO employer
Employees must have the right to work in Australia
All offers of Employment will be subject to a satisfactory police check*