



Business Coordinator

- **Greyhound Racing Victoria (GRV)**
- **Excellent team culture**
- **West Melbourne – Close to Flagstaff Station**
- **Full time - Fixed Term – 7 months opportunity**

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting and promoting greyhound racing in Victoria, a sport that annually generates around \$400 million in economic activity and over \$2 billion in wagering and directly involves over 15,000 people.

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. This will help GRV to professionally regulate, conduct and promote greyhound racing and welfare in Victoria with integrity and care, and to ensure an engaging, ethical and sustainable sport.

The Business Coordinator role is to contribute to the continued growth of the GRV Marketing and Communication Department and will ensure the smooth-running of the division, working both on a one-to-one basis with the General Manager, but also on a wider basis with internal and external clients.

The role will contribute to the efficiencies and streamlining of the internal communications and systems, working in collaboration with other staff to fulfil administrative systems and processes across the areas of marketing and communications.

To apply, please go to the vacancies on careers.vic.gov.au website, search Greyhound Racing Victoria and select the position and click on 'APPLY NOW' link. All applications must include a cover letter addressing the skills/knowledge criteria together with a copy of your resume by **close of business Monday 24th December 2018**. For further information please contact **Colleen Murphy, Community Engagement Manager on (03) 8329 1148**.

GRV is an EEO employer

GRV's Values, Respect – Integrity – Transparent – Collaborative – Safety – Responsive – Progressive

All offers of Employment will be subject to a satisfactory police check
All employees must reside in Australia and have the right to work in Australia