

## Geelong Greyhound Racing Club



### Position description –Operations and Marketing Assistant

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<b>Job title:</b>	Operations and Marketing Assistant
<b>Employment Status:</b>	Full Time
<b>Reporting:</b>	Reports to the General Manager of the Geelong Greyhound Racing Club
<b>Location:</b>	Beckley Park, Broderick Rd Corio VIC 3214
<b>Last updated:</b>	

### Position purpose

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The Operations and Marketing Assistant is an entry level position and introduction to a career in the exciting world of greyhound racing.

Racing twice or more per week, the Geelong GRC is responsible for administering race meetings, conducting trial sessions and promoting both the Beckley Park venue and the sport of greyhound racing within the local community.

Working closely with the General Manager and the Event Operations and Administration Executive, the Operations and Marketing Assistant will play a key role in ensuring the smooth running of the Geelong Greyhound Racing Club and enhancing the Club's marketing and promotional activities.

In a broad sense the position will add value to the organisation by coordinating aspects of race meetings and trials, assisting with the Club's marketing and PR activities as well as managing processes for reservations and bookings.

On race nights the role will include working in the Club's Beckley Park hospitality venue in a hands-on customer service capacity.

## **Key relationships**

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- GGRC General Manager
- GGRC Event Operations and Administration Executive
- GGRC Chef
- Club staff, volunteers and contractors
- Greyhound owners, trainers and breeders
- General public
- Sponsors
- Local community groups

## **Key responsibilities**

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- Undertake administrative tasks in preparation for race meetings and trials
- Take and manage hospitality reservations
- Respond to general office inquiries from industry participants and the general public
- Coordinate the production of marketing materials, mailings etc
- Process memberships
- Perform tasks at functions and events including set up, service, clean up & other duties as required.
- Perform other general office administration tasks as reasonably directed from time to time
- At all times while engaged in employment represent the Geelong Greyhound Racing Club in a pleasant and positive manner

## **Knowledge and Skills**

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- Knowledge of greyhound racing is highly regarded
- Outstanding communication skills – verbal and written
- Exceptional attitude to customer service
- The ability to multi-task and manage time and processes efficiently
- The ability to show initiative in assessing work processes and developing alternate solutions
- A ‘flair’ for marketing and the ability to seize opportunities
- Computer literacy skills including Microsoft Outlook, Excel and Word - essential

## **Salary, Conditions and Qualifications**

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- **Salary**
- The Employee is required to work 38 hours per week, however reasonable additional hours may be required to be worked to fulfil all areas of responsibilities
- Hours will vary but a notionally the hours of work are:
  - Monday (race meeting) Midday to 8pm
  - Tuesday to Thursday 9am to 5pm
  - Friday (race meeting) 3.30pm to 11.30pm