



Principle Operations Coordinator

- **Public sector Principle Operations Coordinator opportunity**
- **Join the exciting Greyhound Racing Industry**
- **Deliver coordination and hands on operations across IMT Projects and Vendor Management.**
- **West Melbourne – Close to Flagstaff Station**
- **Full time - ongoing**

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.

Our vision is “Victorian Greyhound Racing is a vibrant, entertaining and thriving sport with animal welfare at its heart

Our IMT department is currently in need of a skilled Principle Operations Coordinator who is goal-oriented and self-motivated. The successful applicant will be responsible for maintaining client and vendor relations and performing a variety of operational and administrative tasks, including procurement, project coordination, business writing, reconciling operational budgets, managing IMT inventory.

The ideal candidate will have experience working in a busy office environment where multi-tasking and prioritising were required. Those with experience with procurement in the public sector are encouraged to apply.

To apply, please go to the vacancies on careers.vic.gov.au website, search Greyhound Racing Victoria and select the position and click ‘apply now’. All applications must include a cover letter addressing the selection criteria together with a copy of your resume by close of business Tuesday 17 July 2018. For further information please contact Steve Rose, General Manager Information Management and technology on (03) 829 1134

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