



Racing Coordinator

- **West Melbourne Location**
- **Full time administrative support role**
- **Exciting and challenging position**

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 and are seeking a passionate and professional person to fill the role of Racing Coordinator.

If you are a person with a strong work ethic and high attention to detail, then this may be what you are looking for. You will be responsible for undertaking administrative activities to construct and maintain the GRV racing calendar, provide a high level of support to the GRV Fasttrack System and assist with the finalisation of race results. You will also be responsible for the event management of the Ready2Race Greyhound Sales as well as the coordination of the accreditation of all Judges at GRV clubs.

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 3rd December 2014.

- High level of skills and experience in Microsoft Office
- Data entry skills
- High level of attention to detail
- Ability to appropriately deal with sensitive and/or confidential industry information
- Demonstrated ability to take responsibility for required outcomes
- Ability to work autonomously as well as part of a dynamic team.
- High level communication skills, both verbal and written
- Experience in the Racing Industry desirable

For further information please contact Scott Robins, Racing Manager on telephone number (03) 8329 1123 or for a copy of the position description, please visit our web site – www.grv.or.au

GRV is an EEO employer

All offers of Employment will be subject to a satisfactory police check

All employees must have the right to work in Australia