



GAP Administrative Assistant

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 \$3 billion in wagering and directly involves over 15,000 people. Our vision is "Victorian Greyhound Racing is a vibrant, entertaining and thriving sport with animal welfare at its heart"

Based at Seymour, the Greyhound Adoption Program (GAP) is a key component of GRV's animal welfare strategies, providing retired greyhounds the opportunity to become a valued family pet.

About the Opportunity

We are seeking a motivated person to join the GAP team for 10 months to backfill for parental leave. You will be:

- taking adoption enquires and preparing adoption packs
- updating and maintaining greyhound information and adoption paperwork
- interacting with the public in completing the adoption and in follow up calls post adoption.

About You

We are seeking candidates who have:

- at least 12 months great office administration experience
- good interpersonal and customer service skills
- sound MS Office and records maintenance skills
- practical experience in an animal shelter or equivalent (desirable)
- confidence in handling larger breed dogs
- post-secondary studies in animal care or welfare (desirable)
- a Victorian driver licence.

Benefits

GRV is committed to continuing to find new ways to contribute to our people's employment life cycle. Benefits provided include:

- Employee Assistance Program
- Comprehensive Wellbeing Program
- Discounted Health Insurance and access to other corporate discounts.

To apply, go to the careers.vic.gov.au website, search Greyhound Racing Victoria, select the position and click 'apply now'. Your application must include a cover letter addressing the selection criteria (skills, knowledge, experience) and a copy of your resume, by close of business **Monday 1 March 2021**.

For more information, contact **Larissa Darragh, GAP Adoption Manager** at gap@grv.org.au

Greyhound Racing Victoria (GRV) is committed to building a workplace that not only respects but embraces difference and sees diversity as an essential part of our success. GRV is an organisation that is driven by values and strives for a culture of inclusion where all people feel respected, valued, listened to, inspired and that they belong.

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