

Administration & Functions Coordinator

- **Warrnambool Based**
- **Coordination of Clubs promotions and events**
- **Hands on role at race meets and non-racing functions**
- **Administration and operations support.**

We are currently seeking a passionate and professional individual to fill the role of **Administration & Functions Coordinator**.

The Warrnambool Greyhound Racing Club conducts twice weekly race meetings providing industry participants and local community with quality racing and great facilities. The Wannon Function Centre operated by the Club is a community-based function centre that is used by numerous community groups but also available for hire for a range of functions.

The position is required to assist with the effective and efficient delivery of functions, events and community engagement activities for the Warrnambool Greyhound Racing Club and provide administration and operational support.

This new position will play a strong support role in positioning the Club as a vibrant, welcoming and family focused facility.

The Club is open to the level of expertise/qualifications required for the role with both those ready to hit the ground running and those with the ability to learn in the role to be considered.

The Key Selection Criteria for this role are:

- Knowledge of function event management;
- Capacity to build relationships with varied stakeholders
- Administration and operational experience or skillset
- Ability to work in bar / bistro and have or ability to attain appropriate certification
- Average to above computer skills

To apply for this position please send your cover letter addressing the selection criteria together with a copy of your resume to cmonigatti@grv.org.au by close of business Monday October 31.

For further information contact Craig Monigatti on 55612766, cmonigatti@grv.org.au or for a copy of the position description, please visit our web site – www.warrnambool.grv.org.au

*Warrnambool Greyhound Association 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*