



Irish Greyhound Board

Part Time Racing Administration Operative

Job Opportunity

The Irish Greyhound Board - (IGB) is a commercial semi-state body which has responsibility for the promotion, regulation and ongoing commercial development of the greyhound industry in Ireland. The IGB currently have an opportunity to fill a part time role at Galway Greyhound Stadium.

Job Title: Part Time Racing Administration Operative

Objectives: The Strategic Plan 2018-2022 sets out a range of areas for focus including a priority objective to 'maintain welfare at the centre of our industry'. The care of greyhounds needs to be above reproach and a coordinated industry wide approach to dealing with perception issues relating to greyhound welfare is essential to creating full confidence by all stakeholders in the industry. The successful candidate will play a key role in achieving the objectives of the Plan.

Key responsibilities:

- Collection and balancing of Race Entry Fees
- Collection and balancing of Trial Fees
- Racing Management System (RMS) Data Input
- Operation of the Race Video Camera
- Cover of Racing Office during racing events
- Review and communicate necessary emails/phone messages
- Assisting and monitoring the printing of race cards
- Carry out all work related requests as required in the weigh room/kennel area

Hours of Work

The role is a part-time role, 14 hours per week Fridays and Saturdays (based on two nights racing) but may vary depending on the needs of the business.

Education and Preferred Behaviours and Competencies

- Proficient in Microsoft Office suite particularly Excel & Word;
- Will have good interpersonal and communication skills. A fluency in English is a must;
- Excellent problem solving and analytical skills;
- Has the ability to work towards tight deadlines whilst using their own initiative;
- Ability to learn quickly and work as part of a team;
- Seeking a challenging work environment;
- A full driving license is preferred.

Applications to include an update Curriculum Vitae should preferably be emailed to the Human Resources Department of IGB at the email address: hr@igb.ie or by post to the HR Department, Irish Greyhound Board, Greenpark, Dock Road Limerick on or before **15th March 2019**.

IGB are equal opportunity employer