



Part Time Wagering Clerical Assistants

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 the positions' for Two Wagering Clerical Assistants.

Job Title: Wagering Clerical Assistant

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:

- Financial Balancing of Race Meeting Accounts
- Data Input
- Scheduling of Rosters
- Review and communicate necessary emails/phone messages
- Maintain filing and storage system
- Preparation of hard copy correspondence
- Assist with Event Planning and implementation
- Carry out all work related requests as required (Post Office/Banking etc)

Hours of Work

The role is a part-time role, 20 per week, 3 days per week normally Monday to Friday but may vary depending on the needs of the business.

Education and Preferred Behaviours and Competencies

- Proficient in Microsoft Office suite particularly Excel & Word
- Wagering experience an advantage
- 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.

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**. *Candidates should note that canvassing may disqualify them and result in their exclusion from the appointment process*

IGB are equally opportunity employers