
Operations Administrator

Salary £21,000pa

London based

The British Horseracing Authority is the single governing and regulatory body for British Horseracing, which ensures the continuing integrity and successful development of the sport.

Working across the Integrity Services and Licensing and Equine Science and Welfare departments, your main responsibility will be to provide efficient and confidential administration to three of the field based Raceday Teams.

You will use your meticulous attention to detail to provide support to the Operations Manager regarding Raceday Team scheduling matters, ensuring a clear flow of intelligence from the racecourse to the Intelligence unit in London. You will be a key point of call for all Veterinary Officers, Veterinary Technicians and Integrity Officers so will be likely to have a keen interest and knowledge of horseracing or horse related matters.

You will also provide administrative support for projects within the departments, book and arrange travel and accommodation as required, arrange and coordinate meetings and maintain effective filing systems.

The successful candidate will have a proactive and flexible approach and plenty of initiative. Excellent verbal and written communication skills are essential. Previous experience of working in a confidential and sensitive manner is highly desirable.

Other essential skills will be an ability to work to tight deadlines with the minimum of supervision and to be a proficient user of MS Office packages, particularly Word, Excel and Outlook including competent typing skills. Experience using databases and generating reports from databases would be desirable.

To apply please send your CV, stating your current remuneration, with a covering letter to: The British Horseracing Authority, Human Resources Department, 75 High Holborn, London WC1V 6LS or email:

recruitment@britishhorseracing.com

Closing date: 19th March 2010

Interviews will take place: 31st March 2010