

Re- advertising!

Due to a change in circumstances in the main BHRC office we are now looking for a full time experienced senior secretary to work in our busy office. The BHRC is the governing body responsible for the running of licenced harness racing throughout Great Britain. The post holder will be dealing with horse owners, trainers and drivers as well as the Company Directors. There are differing pressures at different times of the year, so flexibility is important, but the company is also flexible and is looking for the best person to fit the role. No two days are the same.

There will be occasions when you might have to work some evenings and weekends, with prior agreement, and time in lieu will be given.

A good salary will be negotiated dependant on experience, to be reviewed after 6 months probation.

It is envisaged that in today's modern environment the role could be fulfilled anywhere within the UK

NB If you previously applied for the part time role and are interested in the extended hours then please let us know, you do not need to re-apply from scratch

Essential Criteria.

Excellent IT skills, proficient in Word, Excel, able to learn to administer our bespoke databases.

An excellent telephone manner whilst dealing with sometimes pressurised customers.

An ability to problem solve when necessary, thinking independently

Previous experience of office administration

Demonstrable ability to think and act independently.

A proven track record of excellent time and workload management

Suitable facilities to work from home, eg Wifi, telephone.

Desirable criteria

Educated up to GCSE level C in English, Maths

Proven ability to take minutes

Basic book keeping or accounts background an advantage

Own transport.

Please send a CV and covering letter explaining why you are the person for the job, to the BHRC.

(bhrc.office@yahoo.co.uk)

Closing date is midnight on Wednesday 2nd November 2022.

Interviews will be held via Zoom and may include a test.