

Bloodstock & Racing Assistant

Lindsay Park Racing is one of the premier providers of race horse training operations in Australia with stables at Flemington, Sydney and Adelaide as well as our state of the art training complex at Euroa, North Eastern Victoria.

We are a close knit stable and pride ourselves in our professionalism, workplace diversity and teamwork to uphold a reputation of excellence with our clients, whilst continuing to develop a successful training operation.

We currently have an exciting opportunity for a Bloodstock & Racing Assistant based at Euroa. Terms are Full Time, Monday to Friday, however weekend work will be required to meet the demands of the business.

We require an organised, accurate, flexible and positive all-rounder who is willing to strive to support the Racing & Bloodstock Departments with efficiency and professional processes, on a number of levels. Duties include, but not limited to administration, lodgements, registrations, researching, filming, invoicing, reporting as well as industry, stable and client communication.

Knowledge, Experience and Quals required: -

- Cert IV in Administration/Marketing or equivalent business experience;
- Minimum 3 year's experience within the Racing and/or Bloodstock Industry;
- Highly developed written & oral communication skills and customer service;
- Excellent attention to detail and problem-solving skills;
- Excellent time management and ability to prioritise and multi-task;
- Highly developed skill set with web-based software, social media and IT;
- Experience in Ardex Accounting System preferred, but not essential.
- Integrity and confidentiality; and
- Current Driver's Licence.

If you believe you have the above experience, attributes and passion and are a person that likes working in a small fast paced team environment then please APPLY NOW. Please send a covering letter and resume to Susan Mills, HR Manager, susan@lindsaypark.com.au.

Applications close Friday 18 May, 2018.

****Please note that only shortlisted candidates will be contacted***