

# job description

**Job title:** Race Team Event Co-ordinator

**Department:** Race Team

**Reporting to:** Technical Director

**Grade:** 6A

## **Job purpose:**

To provide a dynamic, efficient and fully professional service to the Technical Director and race team, in a challenging, exciting and fast-paced environment.

## **Key responsibilities (on site):**

- Assist the management team by dealing with everyday issues
- Maintain electronic diaries to ensure appropriate recording of time commitments
- Plan, organise and co-ordinate all race team events efficiently
- Co-ordinate all the travel arrangements for AMR, including booking flights, ferries, hire cars and hotels for the team and drivers. Considering budget constraints
- Organise travel arrangements for all Customer Support Engineers as above
- Completion of all race entries, including all supporting information, ie licences, homologation documents and entry fees etc
- Compilation of race / test schedules – all personnel / vehicle logistics from inception to conclusion of event
- Booking and liaison with circuits for testing
- Liaison with ACO / IMSA (organisers) regarding all car and driver entries, paddock and pit issues. Resolving any issues on event
- Distribution / stock control / quantities of all team kit. Supervise levels of driver and pit stop kit
- Freight and carnet organisation as required
- Organisation of expenses and floats for all events

- Coding of team invoices and all Barclaycard and team expenses
- Post collection, sort and distribution
- Order and control of stationery
- Holiday and attendance records for all AMR
- Control of race petty cash
- General administration ie typing / spreadsheets, filing etc
- Meeting organisation for all race team staff.

**Key responsibilities (on event):**

- General assistant to Technical Director and team at the track
- Organise driver scrutineering, licences and starting permissions etc
- Collect and co-ordinate all team / car passes
- Team kit co-ordination
- Liaison with event organisers, resolving any issues efficiently
- General duties such as shopping, driving, laundry, organising drivers', etc.

	<b>Essential / Desirable</b>
<b>Professional qualifications / training</b> <ul style="list-style-type: none"> <li>Educated to degree level</li> </ul>	<b>Desirable</b>
<b>Knowledge / experience</b> <ul style="list-style-type: none"> <li>Previous experience working in a competition environment</li> <li>Experience of managing hectic and complex international schedule requirements.</li> <li>Experience in travel, organising travel and world geography</li> <li>Able to speak a second language</li> <li>RSA II Typing</li> </ul>	<b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Desirable</b> <b>Desirable</b>
<b>Specific job skills / abilities</b> <ul style="list-style-type: none"> <li>Highly computer literate, with experience of using MS office outlook, excel and word</li> <li>Must have a flexible attitude and carry out whatever work is required, long and unsociable hours will be expected</li> <li>Frequent worldwide travel will be required</li> <li>Able to cope with constantly changing priorities</li> </ul>	<b>Essential</b>
<b>Interpersonal skills</b> <ul style="list-style-type: none"> <li>Excellent communication skills, at all levels</li> <li>Able to display tact and diplomacy and maintain confidentiality at all times</li> <li>Able to remain level headed and polite when under pressure</li> <li>Able to demonstrate a sound basic knowledge of company issues</li> <li>Self starter; ability to use initiative and deal with a high level of workload in an efficient manner</li> <li>Excellent quality standards and attention to detail</li> <li>Effective team worker</li> <li>Professional appearance and attitude</li> <li>Self motivated and enthusiastic</li> </ul>	<b>Essential</b>
<b>Values</b> Must display the following values at all times: Can do            Must possess a positive attitude and display the ability to identify alternative solutions to problems Relentless        In exceeding customer expectations and continually exceeding goals Rigorous          A commitment to achieving the best solutions Creativity        Endeavour to find new ways of doing things and learn from past experiences	<b>Essential</b>
<b>Terms and conditions</b> 25 days holiday, life assurance, free fitness assessments and advice from our 'Fit 4 Life team', free financial advice through an independent financial advisor, opportunity to join a group personal pension, childcare vouchers and company discounts eg motorsport merchandise.	