

**GOODWOOD**

**The Role**

The **Administrator** will be part of the **Exhibitions Team** and will report to the **Exhibition Sales Manager.**

**About us**

Goodwood is a quintessentially English estate, set in 12,000 acres of rolling West Sussex countryside. Rooted in our heritage, we deliver extraordinary and engaging experiences in modern and authentic ways. But what really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes Goodwood the unique place it is.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for Goodwood to be **‘the home of exceptional experiences’**.

**Our Values**

**The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

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| --- | --- | --- | --- |
| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

To oversee the administration of the Exhibitions department working towards Goodwood Members Meeting, Goodwoof, Festival of Speed and the Goodwood Revival. You will be using multiple software systems and will need to adhere to strict processes.

**Key responsibilities**

* Processing booking forms and inputting data
* Inputting and overseeing exhibitor H & S documentation
* Raising invoices and credits and taking customer payments
* Chasing aged debt in collaboration with the Central Finance team
* Reconciliation of all income
* Sending tickets
* On event support over the Goodwood Members Meeting, Goodwoof, Festival of Speed and Goodwood Revival.

**Qualities you will possess**

* Positive and friendly with a “can do attitude”
* Attention to detail
* Processed driven
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Confident telephone manner
* Excellent communicator
* A sense of fun!

**What do you need to be successful?**

* Experience of working in an office environment would be beneficial
* Confident telephone manner
* Confidence in using Microsoft programmes and the ability to learn new computer systems
* Works well under pressure under strict deadlines