

**GOODWOOD**

**The Role**

The **Audio Typist** will be part of the Executive Office and report to the Executive 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 work as part of the fast paced Executive Office supporting a Director. The team manages all aspects of the Director’s day-to-day UK and international activities and represents the Director in all interactions with the internal management team, customers, and VIPs. Keeping abreast of all activities and ever changing priorities through listening, reading and communicating, is crucial in the way the team works.

The main focus of this role is to type up dictated outgoing correspondence which will be received via a transcription file. Once typed, the text is to be checked and saved in a dedicated mailbox as drafts, ready for the Executive team to check and send from the office.

The transcription files are usually sent to the Audio Typist outside of office hours, Monday to Friday but also during some weekends. It is suggested that the Audio Typist performs the role remotely but this is something that can be discussed depending on individual circumstances.

**Key responsibilities**

* You will listen to dictated information and be required to type what you hear, turning it into a well-presented set of drafts in order to facilitate the smooth running of the Executive office. Typing needs to be accurate and produced in an efficient and timely manner.

**General:**

* Observe complete confidentiality at all times.
* Maintain up-to-date knowledge and understanding of the organisation and its aims and objectives.
* Act as an ambassador for the Goodwood brand at all times and ensure company values are upheld in relation to both external and internal contacts, through appropriate behaviour and performance.
* Undertake any other duties as requested in accordance with the scope and responsibilities of the role.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Meticulous attention to detail
* Ability to juggle, prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* A sense of fun!
* High level of integrity, discretion and dependability with passion for high quality work
* Polite, calm, welcoming and enthusiastic disposition
* Ability to connect the dots between multiple activities and interfaces
* Self-managing and able to work alone if necessary
* Excellent communicator

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

* Proven relevant audio typing experience
* Experience of dealing with highly sensitive and confidential material
* Proven relevant experience of speed typing/ touch typing
* Flexibility to be able to work differing hours across the week and over weekends where required