

**GOODWOOD**

**The Role**

The Engineering Administratorwill be part of the **Engineering team** and will report to the **Chief Engineer.**

**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 provide a complete and high-level administrational support service to the Engineering department. This will include processing all customer enquiries both face to face and over the telephone, placing and receiving orders and collecting aged debt. Preparing invoices and arranging meetings and full administrative support to the Chief Engineer and Quality Manager.

**Key responsibilities**

* Provide full administration to the Engineering team, taking telephone and e-mail enquiries, making bookings, taking payments and processing invoices
* Process timesheets for engineering work and maintain log book certificates.
* Assist with management of the aged debt by ensuring it is recorded and actively chased on a frequent basis and ensure all invoices are coded accordingly
* Meet and greet visitors.
* Update and manage customer database.
* To coordinate and order the aviation stationary
* Undertake any other administrative role as requested.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise, organise and multi-task
* Quick learner
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Strong customer service skills
* Excellent communicator
* A sense of fun!

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

* Good working knowledge of Word and Excel.
* Great Plains dynamics knowledge would be a bonus
* A keen interest in Aviation would be beneficial but not essential
* Experience using systems e.g., CAFAM (computerised airworthiness for aircraft maintenance)
* Ability to travel to and from the Estate due to the rural location