

**GOODWOOD**

**The Role**

The **Motor Circuit Administrator** will be part of the **Motor Circuit team** and will report to the Office 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**

The Motor Circuit Administrator will be responsible for supporting the Motor Circuit team with general administration tasks. They will be the first point of contact for general enquiries and responsible for the day to day processing of invoices and timesheets.

**Key responsibilities**

* Work with finance team to process invoices, update forecasts and chase payments
* Organising meetings and scheduling appointments
* Managing correspondence, including phone calls, emails, letters and packages
* Performing data entry roles, including updating records and databases for personnel, financial, legal and marketing information
* Managing inventory of office supplies, including stationery and multimedia equipment to ensure smooth office operations
* Supporting the Motor Circuit Hosts as required
* Any other duties as reasonably requested from time to time, including the Marketing team