



York
RACECOURSE

Executive Assistant to the Chief Executive

York Racecourse, voted 'Racecourse of the Year' for the last four consecutive years, stages some of the best racing action in the world over an 18-raceday season from May to October, as well as hosting a large number of other high profile events including conferences, trade fairs, banquets and exhibitions.

York Racecourse seeks an experienced and high-calibre Executive Assistant to provide a full range of administrative and operational support to the Chief Executive. This is a rare and exceptional opportunity for a hard working and exceptional professional, who will relish the challenge of a trusted, high-pressure role within the small, friendly and dedicated York Racecourse team.

This is a varied and challenging role, and responsibilities will include (but will not be limited to):

- Leading in organising meetings, events, diary management, correspondence, Board meetings and planning of the Chief Executive office.
- Supporting on Board paper preparation, data analysis and report writing.
- Managing the planning and invitation process for VIPs on racedays, functions and dinners hosted by the racecourse.
- Being actively involved in raceday operations, including liaison with sponsors, boxholders, press, connections and officials.
- Supporting the Owners accreditation and entrance process on racedays.
- Working with the Box Office and Reception team to arrange reciprocal cover for leave and breaks.
- Project work involving independent research, organisation, report writing and delivery.

The successful candidate will have a proven track record as a high-calibre PA/EA, with the confidence and gravitas necessary to act as an ambassador for York Racecourse and build relationships at all levels. You will possess excellent written and verbal communication, IT and analytical skills and with a hands-on preparedness to undertake a wide range of administrative, operational and racing related tasks. The ideal candidate will have a welcoming, friendly and efficient manner and will be at ease with dealing with all kinds of people, a quick learner used to a wide brief and able to prioritise, apply common sense and discretion. Operational and organisational skills are essential and a knowledge and passion of racing and events would be a distinct advantage.

In return, we can offer a competitive salary and attractive benefits including: pension, healthcare, holiday, life cover (DIS) and discretionary bonus scheme.

For the right candidate we are willing to consider some flexibility over working hours outside raceweeks.

To apply please email your CV and covering letter, including remuneration details to Hugh Nickerson at Conundrum Consulting Ltd

Email apply@conundrum.co.uk

Quoting reference number JID1246 in the email subject line

Strictly no agencies please, all direct and third party enquiries will be forwarded to Conundrum.