



# ROLES & RESPONSIBILITIES

## ENTRY ADMINISTRATOR

### The Company

- RHL Activities Ltd is an Event Management Company, specialising in Off Road Motorsport. The Company runs some of the largest Off-Road Events in the UK.

### The Person

- Energetic and enthusiastic individual with a proactive approach to improvement of standards
- Up for a challenge and a career within the world of off road motorsport
- Eagerness to learn new skills
- Able to work weekends away from home at events throughout the country
- Good communication skills both orally and written
- Methodical and eye for detail as will be working with very sensitive information
- IT literate
- Ideally a knowledge of sport entry system but not essential
- Honest and reliable

### The Role

- To ensure all customers are dealt with in an efficient and polite manner
- Optimising customer sales
- Maintenance of the Rider Records
- Office based, but also working away from home at events
- Event weekend work – working within the events
- Flexible approach to working additional hours, nearer event time, ensuring everything is ready to leave site and travel to venue within the RHL lorries
- Process customer information
- Work at events within various roles from administration to working with the track team and co ordinating riders
- Coordinate event paperwork and results

### The Reward

- Be part of an award-winning team and Company
- Training and progression opportunities
- Full Time Contract
- Company Pension Scheme
- 20 Days Annual Holiday plus bank holidays plus Christmas Shut Down
- Company Discount Scheme
- Team Loyalty evenings