

Office Administrator Aintree (Liverpool)

Britbet is a partnership of 55 British racecourses. We operate pool betting services for each of these courses. We also operate 'britbet' branded betting shops at some racecourses and greyhound tracks.

We require an Office Administrator to join our Liverpool based team to assist our Operations and Head Office functions.

Role duties include:

HR/Payroll:

Supporting our HR/Payroll/Finance departments:

- Assisting the Recruitment team with new starter administration
- Payroll support
- Lease vehicles
- Arranging the collection and delivery of cash floats for the month for all racecourses
- Liaising with Racing Managers, G4S and Finance.

General admin and enquiries:

- Taking calls
- Checking daily post
- Dealing with BACS payments
- Monitoring the customer late pay emails.

Late Pay / Lost tickets:

- Using our internal systems and Microsoft Excel to track late payments to customers
- Good communication to customers should always be provided and the Finance team should be updated weekly
- Investigating lost ticket claims and recording findings on a daily basis.

Whereabouts:

- Ensuring all race meetings for the month are covered by the Racing Managers.

Support for big race meetings:

- Arranging staff accreditation
- Coordinating staff passes
- Organising uniform, leaflets and mass mailings for staff
- Centralised hotel accommodation booking.



Other duties will be required where necessary as per management requests.

What we need from you:

- Experience in a HR/Payroll admin role
- Strong organisation skills
- Excellent customer communication skills
- Works well in a team environment
- Enthusiastic to join our growing team.

Job Type: Full-time

Salary: £20,000.00 per annum

Closing date: 20th June 2021

To apply, please send a copy of your CV and a covering letter to recruitment@britbet.com