



MATAMATA RACING CLUB INC
Racing ahead

ADMINISTRATION MANAGER

A key vacancy has arisen with one of New Zealand's most recognised and progressive thoroughbred racing and training organisations, the Matamata Racing Club Inc.

The MRC is seeking an Administration Manager, whose duties will complement those of the Course Manager and the Sponsorship and Event Coordinator. Core requirements include strong administration skills and experience, familiarity with accounting software and systems including Xero, the ability to deal with service providers and suppliers, and strong written and verbal communication skills. A degree of racing industry knowledge would be preferable.

If you believe you possess the required skill set, we would like to hear from you. Inquiries, which will be treated with appropriate confidentiality, to **admin@jcaldwell.co.nz**