



## **GAP Adoption Officer - Baxter**

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- **Baxter location (Mornington Peninsula)**
- **Casual: 1 – 2 days per week**
- **A rewarding role**

Greyhound Racing Victoria (GRV) is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagerers and on-course racegoers. GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position and are seeking a passionate and professional to fill the role of GAP Adoption Officer.

GAP is an initiative dedicated to finding homes for greyhounds that are no longer suitable for racing. Greyhound Racing Victoria (GRV) established a dedicated facility for GAP in 1996 at Seymour and has now branched out to the Mornington Peninsula. GAP has successfully re-homed thousands of greyhounds since its induction.

GAP is looking for a friendly and passionate Administrator to provide strong customer service and to assist with the continued growth of the program. Our vision is for GAP to continue to grow and to maintain its position as the leading greyhound adoption program in Australia and one of the world's leading greyhound adoption programs.

The primary purpose of this role is to conduct adoptions for the Greyhound Adoption Program (GAP). This includes:

- Answering phones
- Preparing adoption packs
- Undertaking adoptions
- Completing adoption paperwork
- Providing follow up calls post adoption
- Attending adoption promotions

The successful applicant will be able to demonstrate the following selection criteria:

- the ability to prioritise tasks in a busy environment
- the ability to communicate effectively with people from all walks of life
- great attention to detail and accuracy

- a proficiency in Microsoft Office
- very well developed interpersonal and communication skills, both face to face and by telephone
- the ability to work both as part of a small team and alone as required

Ideally (but not essential), you will have:

- strong organisational skills
- prior experience in a shelter or veterinary environment
- good people skills
- empathy, compassion and a love of dogs

To apply for this position please send your cover letter addressing the above selection criteria together with a copy of your resume to [careers@grv.org.au](mailto:careers@grv.org.au) by Close of Business 24th March 2015.

For further information please contact Sean Stanton (03) 8329 1107 or for a copy of the position description, please visit our web site – [www.grv.or.au](http://www.grv.or.au)

*GRV is an EEO employer*

*All offers of Employment will be subject to a satisfactory police check*

*All employees must have the right to work in Australia*