

JTA: Administrative Officer

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Primarily based in a small office onsite at the stables, the role involves managing a wide range of tasks including data entry, record keeping, correspondence, stakeholder communication, invoicing, wage processing and event registration. The position may require mobility around the racecourse and stables to support operational needs and stakeholder engagement.

Administrative staff work primarily indoors within a small office located onsite at the stables. However, they may also be required to move around other areas of the racecourse to support operations, attend to stakeholder needs, or assist with event-related tasks, as necessary.



Email Inbox Management and Administrative Support Tasks

Responsible for managing shared and individual email inboxes by monitoring, prioritising, and responding to correspondence in a timely and professional manner.

Provides general administrative support including drafting documents, scheduling meetings and maintaining records.

Data Entry Management, Filing and Record Keeping

Tasks include keeping record of race entries, staff absences, licensing and permit details, meeting agendas and keeping track of stakeholder information.

Customer and Stakeholder Engagement

Responsible for handling stakeholder phone calls with professionalism and efficiency, including communicating with horse owners and providing images or videos of stable horses as required. Liaises with internal staff regarding rosters, shift changes, and absences to ensure smooth daily operations.

Responds promptly to email enquiries related to race or event administration, supporting timely coordination and accurate information sharing.

Invoicing and Finance Management

Responsible for completing invoicing for feed, stable equipment, and other essential resources, ensuring accuracy and timely processing. Manages financial tasks including processing staff wages, race entry fees, and other expenses associated with the daily operations of the stable business, maintaining clear records for budgeting and accountability purposes.

Licensing, Permit and Race Day or Event Registration

Responsible for completing registrations for upcoming racing events and ensuring all documentation is submitted accurately and on time. Assists with preparing and submitting licence applications for staff.