

## **Honda R&D Europe (UK) Ltd. Motor Sports Division**

### **FIXED TERM CONTRACT VACANCY**

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**JOB TITLE:** Jnr Travel Coordinator  
**REPORTING TO:** Operations Department  
**DEPARTMENT:** Operations Department

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#### **ROLE:**

Honda Racing Development UK (HRD-UK) is seeking a Jnr Travel co-ordinator to join the business on a permanent basis within its Milton Keynes office location. The primary purpose is to support the Executive PA & Race team Travel co-ordinator for Honda's Formula 1(F1) Activity. The role is within the Factory Department Operations Team. This is a varied role which requires a flexible and self-motivated individual who enjoys working within a fast-paced environment.

#### **MAIN RESPONSIBILITIES:**

Support Race Travel Coordinator with:

- Uniform management and distribution
- Hotel reservations
- Flight reservations
- Support factory staff with Hotel & Flight bookings when required
- Event booking and event co-ordination
- Answering and directing incoming calls

Support Administration Coordinator when required with:

- Visa applications
- Passport applications
- International Driving Licence applications
- organising visitor's pack (pass, registration with security, uniforms, etc...)
- Liaising with Japan head office in planning arrangements for Visitors & VIP's

Facilities & IT Support when required with:

- Managing meeting rooms
  - Booking and arranging refreshments in preparation of upcoming meetings
  - Liaising with Health and Safety and facilities co-ordinator & supplies to maintain office and workshop/factory facilities
  - Maintain Office Equipment including refilling stationaries
  - Distribution of internal and external post
- Any other tasks as reasonably required by the Company

#### **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:**

- An adept communicator, be able to build good relationships across all cultures both internally and externally.
- Excellent IT skills e.g. Excel & PowerPoint
- Must have a flexible & positive attitude

- Must possess multi-tasking, self-management, prioritisation, organisation & strong planning skills
- Must demonstrate attention to detail
- Full driving licence and ability to drive between UK sites

**PERSONAL COMPETENCIES:**

- Must have a flexible and positive attitude
- Must possess multi-tasking, self-management, prioritisation, organisation and strong planning skills
- Diligent, responsible and accurate
- High level of attention to detail
- Enthusiastic and self-motivated with high levels of initiative
- Ability to plan and manage own workload/projects
- Able to work autonomously under pressure and meet tight deadlines
- Cross cultural working environment experience
- An adept communicator, able to build good relationships across all cultures both internally and externally

All employees must ensure compliance with the Company Health and Safety Policy, and all relevant other statutory Health and Safety legislation.

This job description may not detail some less major duties allocated to the post holder, nor cover duties of a similar nature, commensurate with the role, which may from time to time be reasonably required by the relevant manager.