



Honda Racing Development UK Ltd

PERMANENT VACANCY

JOB TITLE: Operations Administration Coordinator
REPORTING TO: Operations Department Manager
DEPARTMENT: Operations
APPLY TO: hondaracingjobs@uk.hrdeu.com

ROLE: The main purpose of the role is to take responsibility for organising and coordinating office administration in order to improve organisational effectiveness and efficiency. The role will work across all areas within the Operations Department to develop robust administration tools supporting key efficiency targets. This is a varied role which requires a flexible and self-motivated individual who enjoys working within a fast-paced environment.

MAIN RESPONSIBILITIES:

Administration Tasks

- Agenda formation for meetings
- Sending meeting invites to required attendees
- Making room bookings
- Attending meetings as required
- Time keeping at meetings
- Minute taking during meetings
- Distributing notes/actions following meetings
- Coordinating updates & ensuring information is ready at the required times
- Coordinating with other relevant Honda sites (HME/HRE/HUM) where required
- Researching across other Honda sites to gain knowledge and understanding of similar processes
- KPI reporting
- Arranging travel for key team members/managers as required
- Submitting manager expenses as required

Health, Safety & Facilities

- Arrange training as required
- Deliver building tours for new starters
- COSCH management, including site assessment, ensuring correct materials and PPE are available as required, conducting ongoing audits
- Capturing safety tasks & tracking completion
- Writing newsletter to inform people of important health & safety matters

Any other tasks as reasonably required by the Company

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Strong previous experience in an administrative role
- Excellent IT skills e.g. email, Excel
- Experience of motor racing environment, particularly Formula one, would be advantageous
- Fluency in spoken & written English is essential. Competence in Japanese or another European language is desirable
- PC literate
- Competence and full license to drive in the UK and ability to drive between sites within the UK
- Travel within the UK might be required

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.

Please note that shift working, and weekend working may feature as part of this role. Domestic Travel and Travel overseas may be required.

This job description may not detail some fewer 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.