



Royal Ocean Racing Club Rating Office

ASSISTANT RATING SECRETARY

The RORC Rating Office measures and issues rating certificates to racing yachts under a variety of rules including the popular and expanding IRC rule. This new full time permanent post is to work in the processing of applications. The primary role is to handle the significant administrative tasks related to the rating rule, including liaison with owners and race administrators and data input to calculate ratings. The post also includes some general administrative and book keeping duties.

The successful applicant will be literate and numerate with office experience, and a knowledge of current popular computer software. A knowledge of sailing and racing boats is desirable. Formal qualifications are less important than the ability to learn and to form an effective part of a small, dedicated team. The post requires the ability to work accurately under pressure, and take the initiative when required. The ability to deal with people over the phone is essential.

Please apply in writing by either post or E-Mail to:

The Technical Director
RORC Rating Office
Seahorse Building, Bath Road
Lymington, Hants, S041 3SE

E-Mail: mikeurwin@rorcrating.com