



### **About Guinness World Records**

GUINNESS WORLD RECORDS (GWR) is the global authority on record-breaking achievement. The iconic annual Guinness World Records book has sold over 138 million copies in over 20 languages and in more than 100 countries since 1955. Additionally, the Guinness World Records: Gamer's Edition, first published in 2007 and part of a growing GWR publishing programme, has sold more than five million copies to date. Guinness World Records' television programmes reach over 750 million viewers worldwide, and the GWR YouTube channel boasts more than one million subscribers, prompting more than 300 million views per year. The GWR website receives 21 million visitors annually, and we engage with over 12 million fans on Facebook.

**Title:** Part Time Official Adjudicator (PTOA)

**Location:** Freelance

**Part time**

#### **The Opportunity**

Guinness World Records ("GWR") Records Management Team is responsible for processing all record breaking claims worldwide as well as servicing the needs of the other departments in the office.

Part-time Official Adjudicators are fully trained adjudicators who can represent the GWR brand in all circumstances and can adjudicate all types of records. The PTOA is not a permanent member of staff and works only in the capacity of Official Adjudicator when required for events, adjudications, TV programmes, Challenge Fairs and other record initiatives organized by the GWR PR office.

#### **Main Duties & Responsibilities**

- To adjudicate live Official Record Attempts as instructed by GWR, determine if the record was successful or not and present the record holder with an Official Certificate.
- To report on the outcome of these attempts, providing the necessary evidence, documentation, pictures and contacts.
- To be an ambassador of the GWR brand and represent GWR at events, media interviews, conferences, etc.

#### **Candidate Capabilities**

- Educated to an undergraduate degree level or equivalent
- About 3- year relevant work experience
- Strong passion for the GWR brand
- Fluency in Japanese AND English
- Background in presenting, acting, journalism or sports refereeing
- Availability to work part-time, often during the weekend
- Outspoken, articulate and comfortable to speak and deal with the media including potential TV appearances
- Able to communicate effectively to anyone, in any environment and flexible to accept frequent changes and unexpected circumstances
- Experienced in customer service, with the general public as well as business to business
- Cross cultural sensitivity and empathy to deal with customers from all over the world
- Psychological resilience to cope with stress
- Flexibility and comfort with managing last minute travel changes
- Ability to think quick and make decisions autonomously

**How to apply**

Interested in the opportunity to gain experience from a strong brand with a great working environment?  
Send your English CV and Japanese CV to [JapanHR@guinnessworldrecords.com](mailto:JapanHR@guinnessworldrecords.com).

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.