

GUINNESS WORLD RECORDS - JOB DESCRIPTION

Title: Records Executive- Latin America

Reporting to: Senior Records Manager

Location: Miami



JOB PURPOSE:

Guinness World Records (GWR) is looking for an enthusiastic executive to be part of the Latin America Records Management Team, focusing on researching a wide array of intriguing world record topics. Daily requirements can involve writing record attempt guidelines for feats such as the Largest ukulele to reviewing evidence for applications like the Fastest robot to solve a Rubik's Cube. Each day promises a bit of the exciting and unexpected!

This role holds a high level of importance within GWR, as the work supports individuals and organizations applying for records, as well as providing records assistance for our PR, Digital, Commercial, and TV activities in Latin America.

The main responsibilities include reviewing applications and doing in-depth researching into potential new record categories. In addition, this role is tasked with providing information about GWR to applicants and prospects, adjudicating (i.e. judging) and validating records, searching for talent, supporting other internal departments, providing insightful statistical information about their regional area of focus, handling record questions and complaints, and actively participating in creative brainstorming.

The ideal candidate will represent the Guinness World Records brand and values, perform quality research into specific record categories, exhibit exceptional customer service, as well as articulate and explain brand policies and processes related to their specific region within Latin America.

PRINCIPAL ACCOUNTABILITIES:

- Review records applications covering a wide variety of topics and provide record-related support across all title categories to internal departments and external customers in Latin America.
- Assess all record proposals against GWR criteria and determine through thorough research if they can be opened as new record titles.
- Write record guidelines (rules) for new records and update existing guidelines and record entries in our extensive record database.
- Collaborate with other members of the Records Team, including discussing new ideas and regulations with category experts from our London headquarters and following global policies for record evaluation.
- Respond to general record-related customer inquiries for the assigned region.
- Provide innovative and viable alternative record ideas and solutions to customers, when needed.
- Support PR plans by identifying potential record holders for specific initiatives and more general PR and Digital strategy.
- Proactively seek out and research potential new records for the Latin America region.

KNOWLEDGE AND EXPERIENCE:

- Bachelor's Degree required

- Research-focused experience and the ability to examine a wide range of topics in great detail
- Customer service experience with the general public and business to business
- Time management and organizational skills
- Capable of working independently and proactively while multi-tasking
- Ability to work effectively and collaborate with other GWR departments

How to apply:

Would you like the opportunity to gain experience from a global brand with a fun, diverse working environment? Apply today!

Please send your resume

to americasHR@guinnessworldrecords.com and include a brief explanation why you'd like to work at Guinness World Records and what your Guinness World Records title would be! While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

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.