

## **About Guinness World Records**

What's the fastest game bird in Europe? This was the question that inspired the founding of Guinness World Records back in 1955. Starting with a single book published from a room above a gym, GWR has grown to become a global multi-media brand, with offices in London, New York, Miami, Beijing, Tokyo and Dubai. Today, we deliver world-class content, not just through Books, but via TV shows, Social Media and Live Events. Our in-house consultancy works closely with brands and businesses around the world to harness the power of record-breaking and deliver award-winning campaigns and business solutions. Our ultimate purpose is to inspire people - individuals, families, schools, groups, companies, communities and even entire countries – to read about, watch, listen to and participate in record-breaking. To join this record-breaking community – and find out the answer to that original question – visit [guinnessworldrecords.com](http://guinnessworldrecords.com).

### **CATEGORY EXECUTIVE, LONDON (Mechanical Engineering or Physics Background)**

**Full time**

#### **The Opportunity**

1. Guinness World Records require this position to govern a set of record categories and to guarantee consistency on how records are created, validated and described at GWR. This job is crucial to ensure that the Records Management Team (RMT) continues to operate with uniformity across all geographies.

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

1. Category Executives work in close collaboration with local Records Managers on all new titles:
2. The Category Executive's role is also to look after the existing records within their set of categories in the Records Management System (RMS); cleansing data, detecting and correcting errors, discontinuing records categories and updating record titles and terminologies.
3. The Category Executive will manage a set of categories based on experience or interest, however they will prioritise the management of a list of critical categories created by GWR.
4. Review and sign off titles and guidelines created by Records Managers for 'GWR format records'.
5. Process applications and write guidelines for 'specialist subjects records' for Records Managers.
6. Complete and maintain a handbook for each category detailing the format, main exclusions, terminology, titles conventions and Q&A.
7. Contribute to brainstorm and creative sessions, being available for conference calls with other offices to share knowledge about specific categories.
8. Maintain a 2-way dialogue with adjudicators to understand how the formats and guidelines work in a live situation. Investigate existing record issues and problems.

#### **Candidate Capabilities**

- Broad knowledge in the assigned set of records categories
- Critical thinking: examining the truth and validity of arguments and evaluating the relative importance of ideas, applying reason and logic to determine the merits of record claims, and drawing and evaluating conclusions from logical arguments and data analysis.
- BSc in research and/or specialist categories
- Experience in researching information and verifying the reliability of sources using online search engines and databases
- Enthusiastic with a passion for the GWR brand
- Good communication skills, externally and internally
- Cultural sensitivity
- Ability to prioritise and manage personal time
- Strongly results orientated and exceptional eye for detail

#### **How to apply**

Interested in the opportunity to gain experience from a strong brand with a great working environment? Send your CV and a covering letter to [hr@guinnessworldrecords.com](mailto:hr@guinnessworldrecords.com). While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.