



## JOB DESCRIPTION

| Job Title             | Department | Location                               | Reports to                 |
|-----------------------|------------|--|----------------------------|
| Freelance Adjudicator | RMT        | Shanghai, Guangzhou, Chengdu or Xiamen | Head of RMT, Greater China |

### **JOB SUMMARY/OVERVIEW**

The main purpose of the role is to represent GWR through adjudicating the official record attempts assigned in Greater China region (and potentially globally). This will also involve reporting on the outcome of these attempts, providing the necessary evidence and becoming an ambassador of the GWR brand in Greater China (and potentially globally).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Attend official record attempts as requested from RMT China, acting as an Adjudicator and GWR brand ambassador.
2. To represent GWR in front of the media when needed.
3. To enter in the GWR Database all record related information of the records evaluated.
4. Create online content for publication on the GWR website related to the official record events attended.
5. To support the evaluation of other official records and to participate in specific projects when requested by RMT China.
6. To engage with the record organizers prior to the adjudications to solve their doubts regarding the rules.

### **JOB REQUIREMENTS AND QUALIFICATION**

1. Undergraduate Degree
2. 0 – 3 years' working experience

#### **Other Knowledge, Skills and Abilities:**

- Experience in performing, presenting or speaking publicly on an off camera.
- Ability to structure a small speech and deliver it effectively.
- Experience as sports referee or similar (team coach, group manager, etc.).
- Enthusiastic personality with a passion for the GWR brand.
- Self-confidence and decisive attitude.
- Cultural and international sensitivity.
- Computer literacy, with experience working with internal databases.
- Polished appearance and grooming.
- Excellent communications skills (develop a message, bridge to message points, create sound bites, etc.).
- Confidence in dealing with clients and members of the public when on site.
- Natural curiosity in learning about people and their interest.
- Ability to think on their feet and improvise.

#### **Job Challenges:**



- Represent the company during live events, TV shows, interviews, adjudications and speeches
- Being able to set clear boundaries and resist external pressures in terms of record approval and record evaluation
- Dealing with several unexpected circumstances and rescheduling list of tasks to do in order to accommodate these
- Taking responsibility for decisions on records that need to be taken independently
- Being able to defend the decision taken based on facts and not opinions
- Being able to learn the rules for each record to be adjudicated.
- Understand the difference of each event purpose.

#### **Key Relationships:**

- RMT China to assign the list of Adjudications to attend.
- RMT China to obtain record related information and guidelines prior to the event organization and feedback results of the attempt post-event.
- Country manager and PR/Marketing manager to be updated new brand guidance and brand policy.
- Commercial Account Managers and project coordinator who will deliver brief of each adjudication logistic details (travel, contact, accommodation, etc).
- External customers for the provision of the adjudication services (including attending meetings and rehearsals of the official event).

## **Our commitment**

Guinness World Records is an equal opportunity employer. We strive to be a diverse workforce that is representative of our audiences, and where everyone can thrive and belong. We are committed to including people with a variety of voices, identities, backgrounds, experiences, abilities and perspectives. We are determined to ensure that no applicant, freelancer or employee receives less favorable treatment on the grounds of race, disability, age, religion, sexual orientation, veteran status or marital status, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

*If you are interested in the job opportunity, pls feel free to send your CV to:*

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