



### **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 150 million copies in over 40 languages and in more than 100 countries since 1955. Guinness World Records' original branded television programmes are produced in 20 territories, and the GWR YouTube channel boasts more than 9.4 million subscribers, prompting more than 371 million views per year. The GWR website receives 33 million yearly sessions, and we engage with over 32.5 million fans on Facebook.

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

**Location:** Southeast Asian countries

**Part time & Freelance**

#### **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, primarily in the Southeast Asian countries, 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 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

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### **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 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.

### **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.