

# CAREER OPPORTUNITY

IT'S ALL YOU...

**JOB TITLE:** Manager, Racing (Standardbred)

*(Contract until April 2019)*

**POSTING DATE:** September 6, 2018

**LOCATION:** Elements Casino Surrey

**CLOSING DATE:** September 13, 2018

Under the general direction of the Director of Racing (BC), this position is responsible for the overall management of racing operations at the site level. Responsibilities include the planning and directing of race office operations, ensures adherence to all policies and procedures, motivates and leads by example while creating a learning environment while establishing a safe and welcoming work environment for all employees. Develops performance objectives and delivers performance evaluations for direct reports, implements all new race office operation initiatives as directed. Actively participates in the recruitment and hiring process as needed.

## DUTIES & RESPONSIBILITIES:

- Oversee the condition book;
- Conduct stall solicitation and solicit horses for stakes races;
- Act as company representatives on all matters pertaining to business dealings with Harness Racing BC;
- Responsible for stall allocation;
- Develop and manage the racing budget;
- Plan, direct and implement the racing operation strategic plan while establishing a safe and welcoming work environment for all employees;
- Oversee backstretch operations;
- Manage other initiatives as required;
- Participate in a professional, constructive and supportive environment for all racing team members with an attention to open communication and a team concept;
- Assist in the development of long-term business strategies to maximize labor potential;
- Assure a safe, fair and efficient workplace environment for all team members;
- Respond to all comments and complaints in a timely and effective manner;
- Ensure the integrity of all company business, and respect corporate confidentiality with the highest regard;
- Review team member performance and on a regular basis, and assist in developing their knowledge, confidence and effectiveness;
- Undertake any other business as requested by the General Manager;
- Other duties as assigned.

## QUALIFICATIONS:

- High school diploma;
- Must have at least 5 - 10 years management experience in the horse racing industry;
- The ability to work a flexible schedule, including evenings, weekends and holidays during the racing season;
- Thorough working knowledge of racing procedures, Standardbred horse racing operations and regulations;
- Must possess professional attitude and appearance, strong interpersonal skills and must be a team player, ability to maintain confidentiality;
- Strong computer literacy, experience working with Microsoft Office;
- Must possess excellent verbal, written and organizational skills, attention to detail;
- Excellent organizational abilities/attention to detail/accuracy;
- Must successfully pass a criminal record and credit check through the Gaming and Policy Enforcement Branch (GPEB) - Racing Division;
- A passion for providing Great Experiences and Memories to our internal and external guests in the continual quest of achieving service excellence;

Qualified Candidates are welcome to submit their cover letter, resume and approved internal application form directly to their on-site Department Manager by the deadline date of Thursday, September 13, 2018 at 5:00pm. Resumes will then be forwarded to Elements Casino Surrey Human Resources. Please reference job #ELE-RAC-006-2018.



**ELEMENTSCASINO**

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