

# CAREER OPPORTUNITY

IT'S ALL YOU...

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

**POSTING DATE:** September 6, 2018

**LOCATION:** Elements Casino Surrey

**CLOSING DATE:** September 13, 2018

Under the general direction of the Manager, Racing, the Racing Secretary is responsible for overseeing the operation of the racing office, horsemen and racing department team members. The Racing Secretary works closely with Owners, Trainers, Agents, Gaming Policy Enforcement Branch Stewards and other representatives to oversee all aspects of horse racing at Orangeville Raceway Ltd., including entering early nominations, Stakes Races, Entry Days and the handling of all papers in regards to the horses at Orangeville Raceway Ltd.

## DUTIES & RESPONSIBILITIES:

- Overseeing the condition book and handicapping of weight assignments;
- Conduct stall solicitation and solicit horses for stake races;
- Represent the company on all matters pertaining to business dealings with Horsemen;
- Responsible for stall allocation;
- Assist the Manager, Racing with developing and managing the racing department budget (Race office, Backstretch Maintenance and Backstretch Security);
- Assist the Manager, Racing with planning, directing and implementing the racing operation strategic plans while establishing a safe and welcoming work environment for all team members;
- Oversee backstretch operations;
- Manage overall racing programs;
- Manage and develop race office staff;
- Off-season assistance in maintaining the backstretch and racetrack;
- Other duties as assigned.

## QUALIFICATIONS:

- High school diploma;
- Must have at least 5 years 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-007-2018.



**ELEMENTSCASINO**

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