



# CAREER OPPORTUNITY

Position:  
**Coordinator, HR & Operations**

Hastings Racecourse has been capturing the imagination of Vancouverites and visitors alike since 1889. Each April through October, we are Vancouver's exclusive source for live thoroughbred horseracing. We offer over 600 of the newest slot machines on our Casino Floor - complete with a spectacular entertainment lounge – as well as food and

beverage options ranging from casual to fine dining. Get your career racing with Hastings Racecourse today and find out why we're "Bred for Excitement" since 1889.

Hastings Racecourse is currently seeking a qualified individual for the position of **Coordinator, Human Resources and Operations** to join our team. This is a permanent full-time position and the successful candidate must be available to work a Tuesday to Saturday work week.

**Position Summary:** Under the general supervision of the Human Resources Manager, this position is responsible for delivering a broad range of HR services to Hastings Racecourse including but not limited to recruitment, employee engagement, rewards and recognition and as well as various operational duties while contributing to a safe and welcoming work environment for all employees. The successful candidate will be responsible for the following:

- Assists in the full cycle recruitment process
- Conducts new employee orientations
- Provides internal training for various site and corporate training initiatives
- Coordinates the monthly GEM reward and recognition program
- Ensures compliance with licensing laws, health and safety and other statutory regulations (OH&S, WHMIS, Serving It Right, FoodSafe)
- Assists with employee investigations as required
- Supports the annual Snap Shot Survey process (employee engagement survey)
- Encourages employee engagement, communication and wellness through The Insider and The Pulse newsletters
- Helps with the rollout of new and annual occurring corporate programs
- Organizes events such as staff parties, community volunteer days, Diamond Awards luncheon
- Liaises and communicates with all operational departments and develops relationships with all stakeholders (employees, guests, community groups)
- Prepares purchase orders as required and processing for payment
- Codes and processes site invoices for submission
- Administers the Hastings Racecourse Community Benefits Program
- Other duties as required

Successful candidates will demonstrate the following qualifications:

- Two years' experience in an HR administrative and/or generalist role, preferably in a union environment
- Familiar with current employment legislation/labour jurisprudence
- Ability to work well in a team environment, strong communication and organizational skills
- Excellent knowledge of MS Office and HR Information Systems, JD Edwards/Ceridian payroll an asset
- Comfortable in facilitating presentations and public speaking
- Proven track-record of managing multiple projects and meeting deadlines
- Must be able to work flexible hours as necessary

**Apply Online:** [www.hastingsracecourse.com/careers](http://www.hastingsracecourse.com/careers)

**Hastings HR Fax:** 604.216.5211

**Email:** [jobs@hastingsracecourse.com](mailto:jobs@hastingsracecourse.com)

