



CAREER OPPORTUNITY

Position: **Senior Data Entry Clerk**

Date:

Hastings Racecourse and Casino 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 and Casino today and find out why we're "Bred for Excitement" since 1889.

Hastings Racecourse & Casino is immediately seeking qualified individual for the position of **Senior Data Entry Clerk**. This is a seasonal hourly position requiring the successful candidate to work a variety of shifts including early morning shifts, live race days and statutory holiday from February to October each year.

Position Summary: Under the general supervision of Racing Secretary, this position is responsible for maintaining confidentiality at all times with all events that transpire in the Racing Office.

Key Responsibilities:

- Input all Horse, Trainer and Owner information in the Racing Office computer systems
- Answer telephones, taking entries and dealing with customers
- Inputting and building the racecard from entries taken, building the overnight with this information
- Inputting all information from the horsemen in regards to the horses that are in their stable area and maintain records that pertain to the movement of horses between one trainer and another
- Maintaining records to be accessed by the Racing Secretary
- Distributing overnights to outlets and liaising with the Stewards, GPEB and Equi-base
- Maintain file pertaining to all horse papers/trainer that come into the Racing Office
- Other duties as assigned

Successful candidates will demonstrate the following qualifications:

- Minimum Grade 12 education or equivalent
- Knowledge of Race Office procedure; good working knowledge of the Horse Racing Industry a must
- Good knowledge and experience with Equi-base, Daily Racing Form and any other organizations pertaining to horse racing
- Must have one year's work experience performing clerical duties in a computerized office environment; MS office, word, excel etc.
- Proficiency in typing and data entry and proofread accurately
- Excellent organizational abilities/attention to detail; ability to focus in a busy environment
- Strong communication and inter- personal and customer service skills, including discretion and ability to maintain confidentiality
- Ability to multi- task and work effectively without direct supervision; versatility/adaptability
- Must be willing to undergo and pass a criminal record and credit check by the Gaming Policy and Enforcement Branch
- A passion for providing Great Experiences and Memories to our internal and external guests in the continual quest of achieving service excellence

Apply Online: www.hastingsracecourse.com/careers

Hastings HR Fax: 604.216.5211

Email: jobs@hastingsracecourse.com

Pay Rate: \$15.92 per hour



hastingsracecourse.com/careers | 604 254 1631 | jobs@hastingsracecourse.com