

Hastings Entertainment Inc (HEI) is a subsidiary of Great Canadian Gaming Corporation and is the licensed operator of Hastings Racecourse, the thoroughbred racing facility in East Vancouver, adjacent to the Pacific National Exhibition grounds.

The HPBA-BC is not an active participant in the recruitment or hiring decision of HEI. This information is being provided solely for the benefit of any interested party.

Racing Secretary Role at Hastings Racecourse

Requisition #	2370950
Job Location	Canada-British Columbia-Vancouver
Job Stream	Administration
Site Location	Hastings Racecourse
Job Type	Permanent, Full-Time
Number of Positions	1
Posting Date	21-Jan-2022
Expiry Date	20-Feb-2022
Travel Required	Not Required
Educational Requirements	High School
Languages Required	English

Job Description

Department Summary:

The Racing Department works with Owners, Trainers, Agents, and other representatives to oversee all different aspects of horse racing here at Hastings Entertainment Inc. from early nominations, Stakes Races, Entry Days and the handling of all papers in regard to the horses here at Hastings.

Position Summary:

The Racing Secretary is responsible for overseeing the operation of the Racing Office, horsemen and unionized racing department employees.

Key Responsibilities/Duties:

- 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
- Develop and manage the racing department budget (Race office, Backstretch Maintenance and Backstretch Security)
- Plan, direct and implement the racing operation strategic plans while establishing a safe and welcoming work environment for all employees
- Oversee backstretch operations
- Manage other initiatives as required
- Manage overall racing programs
- Other duties as assigned

Education and Qualifications:

- High school diploma or GED equivalent
- Minimum 5 years of experience in the horse racing industry as official and/or Racing Secretary or equivalent experience.
- Post-secondary education in business or suitable combination of education and experience
- Thorough working knowledge of racing office procedures, thoroughbred horse racing operations and regulations
- Must possess professional attitude and appearance, strong interpersonal skills and must be a team player, ability to maintain confidentiality
- Must possess excellent verbal, written and organizational skills, attention to detail
- Excellent organizational abilities/attention to detail/accuracy
- Computer proficiency, particularly with using Microsoft Office and Encompass RTO
- Must have Serving It Right certification
- Must successfully pass a criminal and credit record check by the Gaming and Policy Enforcement Branch (GPEB)
- A passion for providing Great Experiences and Memories to our internal and external guests in the continual quest of achieving service excellence

Special Working Conditions:

- Must possess the ability to work under pressure, multi-task and meet stipulated deadlines while maintaining high customer service levels and a positive presentation
- Usual Work Schedule: Must be available to work a variety of shifts including days, nights, weekends, and holidays

HEI's reputation is of paramount importance. As such, Racing Secretary will conduct its business in an ethical and professional manner.

HEI is committed to sound internal control policies and practices. Every team member will be required to understand and follow all of the policies outlined in the Corporate Ethics and Conduct Manual and must disclose any irregularities or wrongdoing in accordance with the company's whistle blowing policy.

Every team member must follow the internal control practices required of their position and department.

Licensing Requirements:

Must maintain approval for a gaming license from the Gaming Policy and Enforcement Branch (GPEB) of the Provincial Government; must be able to pass an initial background check and must be able to renew said license upon expiration.

New employees will complete an application and will begin work only after their GPEB is approved. Existing team members will reapply as necessary, and continuing employment will be dependent upon successful reapplication.

Must hold Serving It Right certification.