



JOB DESCRIPTION

POSITION: Administrator of Racing

LOCATION: Horse Racing New Brunswick, Saint John, NB

STATUS: Full Time – Salary

DATE TO OFFER: February 14, 2009

GENERAL RESPONSIBILITIES:

- Day-to-day administration of Horse Racing New Brunswick racing operations including general bookkeeping and dealing with the public.
- Communication with staff, horsemen, horsemen groups, Industry representatives and customers.

ESSENTIAL SKILLS:

- Manage multiple tasks and programs.
- Computer literate, including Microsoft Word, Microsoft Excel, Internet and Email, Simply Accounting, etc.
- Able to communicate effectively: both written and verbally.
 - Communicate and work with staff and volunteers with attention to detail and immediate follow up.
 - Communicate and work with general public with attention to detail and immediate follow up.
- Understanding of horse racing, various industry branches and programs offered.

NOTE:

The following programs/events/projects identify the main responsibilities of the said employee. The identified staff person is responsible to lead the program/event/project to its predetermined goals.

As work at Horse Racing New Brunswick is primarily team based, individuals constantly support one another in all programs/events/projects beyond the employee's main area of responsibility.



MAIN RESPONSIBILITIES:

- Gaming, live racing and simulcast racing reconciliations as required;
- Preparation of live and simulcast programs;
- Administer and dispense purse funds as required;
- Interactions with customers and horsemen;
- Manages bar staff, scheduling and reconciles bar revenue as required;
- Build and maintain relationships with various industry groups and personnel;
- Creating and maintaining schedules for part time and event staff;
- Assist in directing and supervising the everyday operations of Horse Racing New Brunswick, facility maintenance, telephone services, mail, records, transcripts and other assigned duties that fall within the scope;
- Advise management of personnel issues; and treat all personnel, clients and the public with dignity and respect;
- Recommend purchases of equipment, materials or supplies;
- Provide assistance to off track and telephone administration operations;
- Recommend improvements in the delivery of service;
- Perform related duties as required;
- Assign, regulate and review work/specific duties to staff in accordance with operating schedules;
- Act as a lead worker in assisting employees;
- Records completion, retention and duties related thereof;
- Oversees transcription and filings.