



STANDARD BRED
CANADA

Looking for
REAL HORSEPOWER

WE'RE HIRING

POSITION: Member Services Clerk

Get to Know Us:

Standardbred Canada is a not-for-profit association and the national breed registry for the standardbred horse with over 6000 members. We serve our horses and members by recording pedigrees and racing statistics for the Canadian harness racing industry and by being a news leader for the industry with a very active website and monthly Trot magazine.

Culture

"It's about the H.O.R.S.E. of course" – At Standardbred Canada our corporate values promote Honesty, Ownership, Respect, Service to Others and Excellence. Our success is powered by people and technology. We champion diversity and always look for ways to put more pace into the sport. Our employees are the real horsepower of the association and are always at the core of who we are and what we do.

Location: 2150 Meadowvale Blvd, Mississauga, Ontario

Summary of Position: **Member Services Clerk**

Responsibilities

(include but are not limited to):

- Respond to telephone and email inquiries
- Assist with transfers and claims process
- Assist with foal registration process
- Assist with membership and licensing process
- Assist with stakes administration
- Assist with pedigree services
- Scan, index and quality control electronic imaging of documents
- Other duties as assigned

Qualifications:

- Background knowledge of the Standardbred industry
- Strong customer focus
- Strong verbal and written communication
- Intermediate working knowledge of Microsoft Word and Excel
- Self-motivated, enthusiastic, resourceful and strong team player
- Ability to work in fast paced environment
- Detail oriented with excellent time management skills

The salary level for this position remains flexible, commensurate with the experience level of the successful candidate.

JOIN OUR TEAM • APPLY NOW!

To Apply: Attach your resume and cover letter.

Send to: lbedard@standardbredcanada.ca

Applicant Closing Date: October 7, 2022

We thank all those who apply but only those applicants who are selected for an interview will be contacted.