



# Looking for **REAL HORSEPOWER**

# WE'RE HIRING

**POSITION:** Summer Student in the Member Services department of Standardbred Canada

#### **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 • **Summer Student in the Member Services department of Standardbred Canada**

Standardbred Canada's Member Services Department is seeking an enthusiastic summer student/intern to assist our member services staff. Knowledge of horse racing is an asset but is not required.

The position requires an energetic self-starter with strong interpersonal skills. This individual will have the ability to work independently while contributing to a team. The successful candidate will work remotely from their own home office with occasional days in office on a as needed basis.

#### **Required Qualifications**

- Strong customer focus
- 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
- Background knowledge of the Standardbred industry is an asset

#### **Responsibilities (include but are not limited to):**

- Assisting the Member Services Department staff with daily workload
- Scan, index and quality control electronic imaging of documents
- Must be able to work collaboratively with other staff members
- Data Entry
- Other duties that may be assigned

## **JOIN OUR TEAM • APPLY NOW**

Interested applicants are asked to please send your cover letter, resume to [lbedard@standardbredcanada.ca](mailto:lbedard@standardbredcanada.ca)

**Applicant Closing Date: May 20, 2024**

*We thank all interested candidates in advance, however, only those candidates being selected for an interview will be contacted.*