JOB DESCRIPTION

POSITION: Pari-mutuel Staff (Fredericton, Saint John and Moncton)

LOCATION: Horse Racing New Brunswick

STATUS: Event Based – Hourly and P/T - F/T positions

DATE TO OFFER: May 01, 2009

GENERAL RESPONSIBILITIES:

- Live race day interactions with customers and fans.
- Communication with management, staff, supervisors, Industry representatives, general public and customers.
- Understanding and delivery of racing terminology, how to wager, programs, initiatives, promotions and prizing.
- Calculation of money and balancing of totals.

ESSENTIAL SKILLS:

- Manage multiple tasks and programs.
- Computer literate, including Microsoft Word, Microsoft Excel, Internet and Email.
- 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.
- Must be of good character, provide a criminal history check and be bondable.

Competence in Mandarin and/or Cantonese language skills would be an asset

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:

- The delivery of efficient pari-mutuel services contributing to the successful achievement of both departmental and company goals and objectives;
- Excellent attention to detail, strong analytical and written communication skills;
- Ability to respond to varied deadlines and contribute in an effective team environment as well as work independently;
- Create pre-shift floats;
- Work flexible hours;
- Balance nightly wagering totals.
- Perform other duties as requested.
- Must wear HRNB attire while working.