



7445 Wellington County Rd. 21
Elora, ON N0B 1S0
519-846-5455

Internal/External Job Posting

Position: Gift Shop Associate **Status:** Part-time **Business Unit:** Gift Shop **Competition Number:** 02-17

Hours of Work:
Evenings
Weekend –Days/Evenings
Occasional Holidays

Work Location:
Elora

The Gift Shop Associate will be responsible for overseeing the Gift Shop duties and related activities.

KEY ACCOUNTABILITIES:

- Greet guest, direct business associates
- Reconcile daily sales and preparing deposits
- Receive and direct general telephone inquiries
- Process incoming and outgoing mail and receive courier service
- General clerical and administrative duties

QUALIFICATIONS AND EXPERIENCE:

- Ontario Secondary School Diploma
- Preferably 1 year of previous retail /sales and money handling experience
- Working knowledge of Microsoft Excel, Word and Outlook.
- Superior telephone manners/skills
- Excellent communication skills with a strong sense of customer service
- Self-motivated and able to work independently
- Strong decision making abilities, organized and detail-oriented

*Interested and qualified candidates are asked to submit their resume **quoting file #02-17** by 4:30 p.m. no later than March 20, 2017 to: Human Resources, Grand River Raceway, 7445 Wellington County Rd. 21, RR#2, Elora, Ontario N0B 1S0, email to redmondson@grandriverraceway.com or faxed to 519-846-1980*

Grand River Raceway is committed to providing a barrier-free work environment in concert with the Accessibility of Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Grand River Raceway will make accommodations to applicants with disabilities upon request during the recruitment process.

We thank all candidates for their interest, however only those being considered for an interview will be contacted.

Posting Date: **March 13, 2017**

Closing Date: **March 20, 2017**