



INTERNAL/EXTERNAL POSTING

Gift Shop Associate

Grand River Raceway is a dynamic hospitality, racing, and gaming destination. We deliver an exceptional *live and participatory* entertainment experience. Grand River Raceway is the 2016 recipient of the Business Excellence Award for Best in Hospitality and Tourism, as awarded by the Greater Kitchener Waterloo Chamber of Commerce.

Our dedicated team of talented individuals is at the heart of our success, providing consistently exceptional guest service. **Grand River Raceway is certified as a Great Place to work**, this certification is based on direct feedback from employees, provided as part of an extensive and anonymous survey about the workplace experience.

We are seeking a guest service professional to join our team as a **Gift Shop Associate**.

Status and Hours:

- Part-time Contract
- Requires availability to work on Days/Evenings, Weekend and Holidays

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
- Must be a minimum of 18 years of age
- 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

Please apply with your resume no later than Monday, November 18, 2019

Rena Edmondson, Human Resources Manager

- Apply by email: redmondson@grandriverraceway.com

Grand River Raceway is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Grand River Raceway will make accommodations available 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

GRAND RIVER RACEWAY
7445 Wellington County Rd. 21, Elora, ON
(519) 846-5455 • www.GrandRiverRaceway.com