



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

## Internal/External Job Posting

**Position:** Gift Shop Associate      **Status:** Part-time (3)      **Business Unit:** Gift Shop      **Competition Number:** 01-12

**Hours of Work:**  
Days/Evenings  
Weekend – Day/ Evenings  
Holidays

**Work Location:**  
Elora

***Reporting to the Gift Shop Manager, the Gift Shop Associate will be responsible for overseeing the Gift Shop duties and related activities.***

### KEY ACCOUNTABILITIES:

- Receive, inspect, price and merchandise product
- Sell Programs during Live Racing Season
- Reconcile and prepare deposit
- Receive and direct general telephone inquiries
- Greet and direct business associates
- Process incoming and outgoing mail and courier service
- General clerical and administrative duties

### QUALIFICATIONS AND EXPERIENCE:

- Ontario Secondary School Diploma
- Preferably 1 year of previous retail /sales experience
- 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 #1-12** by 4:30 p.m. no later than February 1, 2012 to: Human Resources, Grand River Raceway, 7445 Wellington County Rd. 21, RR#2, Elora, Ontario N0B 1S0 , email to [redmondson@grandriverraceway.com](mailto:redmondson@grandriverraceway.com) or faxed to 519-846-1980*

**Posting Date:**            **January 18, 2012**

**Closing Date:**         **February 1, 2012**

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