

Ontario Racing Commission



BE A PART OF AN INDUSTRY ORGANIZATION THAT STRIVES TO MAKE A DIFFERENCE

The ORC is a leader in North American racing, setting high standards for conduct, compliance and accountability. The ORC is recognized for innovative racing programs, such as the Quarter Horse Racing Industry Development Program, the Horse Improvement Program and the Ontario Racing Program. The ORC is engaged in industry consultation to further the development of rules and program criteria. Join the ORC's professional working environment and share in our passion for horses and horse people as we strive for excellence and ethics in Ontario horseracing.

Administrative Assistant

Reporting to the Manager of Industry Programs, you will provide high level administrative and clerical support for the department. You will have demonstrated skills in all administrative areas including: development of draft documents, correspondence and submissions by organizing information provided by management; acting as departmental reception and coordinating responses to inquiries; meeting planning, support for department marketing efforts of breed programs, accounts payable processing; participation in the development and maintenance of central files for the department. You will also be supporting department programs through the processing of applications.

Candidate must have: Intermediate Microsoft application skills, communication skills; ability to work independently and manage multiple projects simultaneously.

Experience in meeting notes development, university education, horse industry, ability to work with data, as well as French language skills are an asset.

Please forward resume and covering letter, quoting position applied for, by February 15th 2012 to:

Human Resources, Ontario Racing Commission, 10 Carlson Crt. Suite 400,
Toronto, ON M9W 6L2 careers@ontarioracingcommission.ca or
Fax: (416) 213-7827

No phone calls please. We thank all applicants for their interest, however only those selected for an interview will be contacted.