



STANDARD BREED
CANADA

Looking for
REAL HORSEPOWER

WE'RE HIRING

POSITION: Bilingual Member Services Representative

Get to Know Us:

Standardbred Canada is a not-for-profit association and the national breed registry for the standardbred horse with over 6000 members. We serve our horses and members by recording pedigrees and racing statistics for the Canadian harness racing industry and by being a news leader for the industry with a very active website and monthly Trot magazine.

Culture

"It's about the H.O.R.S.E. of course" – At Standardbred Canada our corporate values promote Honesty, Ownership, Respect, Service to Others and Excellence. Our success is powered by people and technology. We champion diversity and always look for ways to put more pace into the sport. Our employees are the real horsepower of the association and are always at the core of who we are and what we do.

Location: 2150 Meadowvale Blvd, Mississauga, Ontario

Summary of Position: **Bilingual Member Services Representative**

Responsibilities

(include but are not limited to):

- Provide bilingual service for all SC departments (English and French)
- Respond to telephone and email inquiries in both English and French
- Assist with transfers and claims process
- Assist with foal registration process
- Assist with membership and licensing process
- Scan, index and quality control electronic imaging of documents
- Other duties as assigned

Qualifications:

- Fluent in English and French (written and oral)
- Background knowledge of the Standardbred industry
- Strong customer focus
- Intermediate working knowledge of Microsoft Word and Excel
- Self-motivated, enthusiastic, resourceful and strong team player
- Ability to work in fast paced environment
- Detail oriented with excellent time management skills

The salary level for this position remains flexible, commensurate with the experience level of the successful candidate.

JOIN OUR TEAM • APPLY NOW!

To Apply: Attach your resume and cover letter.

Send to: lbedard@standardbredcanada.ca

Applicant Closing Date: September 30, 2022

We thank all those who apply but only those applicants who are selected for an interview will be contacted.