

AN INVITATION TO JOIN OUR DYNAMIC TEAM

We invite dedicated and suitably qualified individuals to join our dynamic club in the following positions:

(1) Racecourse Track Manager

Skills

Experienced in track & grounds preparation & maintenance at a club.

Description

Reporting to the General Manager, this full-time role is responsible for managing and advancing the maintenance, development and presentation of facilities at Penang Turf Club, effectively and efficiently within budget and to best practice ensuring a sustainable, safe, compliant, clean and functional environment for co-workers, visitors and patrons.

The position is full-time and will include some weekend work.

(a) Track

- The Manager is responsible for the physical presentation of the club facilities to provide the highest quality racing venue for the attraction of stake holders and patrons.
- To present an annual grounds and facilities maintenance plan.
- To ensure that all vehicles and equipment are always well maintained and in the best possible condition to achieve optimum performance.
- To ensure any necessary repairs and maintenance of buildings and racecourse infrastructure are attended to or reported to General Manager in a timely manner so that they are always maintained in good condition.
- To manage track, grounds and maintenance casual staff to ensure they are working effectively and efficiently.
- Ensure that all duties as outlined are performed with respect to safe working practices in accordance with the Occupational Health and Safety Act and other relevant Legislation or Regulations
- To always conduct themselves in a professional manner and always be well groomed whilst on duty.
- Attend and complete any training programs requested to improve skills and abilities required to undertake duties.

(b) Nursery

- Oversee the day to day operations of the nursery staff and facilities
- Monitor the plant nurseries for pest and disease, rouges and virus as per the SOPs and report on any issues to the General Manager.
- Be proactive in learning about plant health, pest and disease to assist in the production of top quality plants
- Supervise in the general maintenance of the plant nursery sites
- Ensure plant nursery meets all health and safety regulations

Qualifications & Skills

- A successful record in managing a club or nursery.
- A recognized Degree in Agriculture, Horticulture with experience in turf management, grounds maintenance, irrigation systems and repair.
- Working knowledge of machinery and ability to undertake general maintenance requirements.
- Understanding and appreciation of the racing industry and related systems and processes.
- Ability to attend to general maintenance of buildings, facilities and surrounds.
- Occupational Health & Safety qualifications will be highly regarded.
- Good time management, communication & organisation and record keeping skills.
- Ability to work under pressure to meet deadlines
- Ability to work solo but also a strong team player and able to build relationships.
- Confident, self-motivated and demonstrate a positive attitude.
- Attention to detail, honest & trustworthy
- Excellent presentation

(2) Totalisator Officer

Responsibilities

- To assist Totalisator Manager to oversee and manage tote workers' performance and the overall totalisator operations
- Any other duties assigned from time to time

Requirement

- Customer oriented, business minded and alert in work

- Creative thinking, problem solving skills and “can do attitudes”
- Possess good interpersonal and communication skills
- Good command of written and spoken English
- Proficient in Microsoft Office especially Excel.

We offer a very attractive remuneration to the right candidates. Interested candidates are invited to submit a resume stating details of qualification, working experience, age, current and expected salaries and a recent photograph (non-returnable) to: The General Manager & Secretary, Penang Turf Club, Racecourse, Jalan Batu Gantong, 10450 Penang or email to hr@penangturfclub.com (Only shortlisted candidates will be notified)

(Closing date: 23 August 2018)