



Sagkeeng Anicinabe

JOB OPPORTUNITY

Sagkeeng Anicinabe Government is looking for a

Bingo Supervisor

Reporting to the Gaming Director, the Bingo Supervisor is responsible for the daily Bingo operation for Sagkeeng First Nation.

DUTIES:

- Plans, organizes, directs controls and coordinates bingo operations including assisting in the formulation of Bingo games and policies;
- Ensures adequate staffing levels for Bingo operations by hiring, setting priorities and scheduling the appropriate number of staff;
- Enforces performance standards, provides feedback and direction and adequate training for Bingo staff;
- Approves Jackpots and pay outs and makes sure all forms are properly filled out;
- Supervises staff in accordance with the Sagkeeng HR Policy;
- Insures that guests are treated properly and resolves customer complaints or problems;
- Reviews operational expenses and budget.

QUALIFICATIONS:

- High School Diploma or G.E.D. Equivalent. Combination of education and experience will be considered;
- Experience managing financial resources;
- Experience providing customer service in a service industry;
- Previous experience managing bingo operations;
- Attention to detail;
- Experience multi-tasking, setting priorities, and meeting deadlines;
- Superior oral and written communication skills;
- Experience writing reports;
- Experience recruiting, training, leading by example and managing staff;
- Ability to interpret and explain policies and procedures;
- Must be able to work flexible hours including nights and weekends as required;
- Must be able to work in Manitoba.
- Preference will be given to qualified applicants of Aboriginal / First Nations ancestry with addition preference given to Sagkeeng Band members.

**Application deadline:
June 27, 2018**

Applicants **MUST** submit:

- Cover letter/résumé
- Current criminal record check
- Contact information for 3 work related references

Attention to:

HR Manager
Sagkeeng Government Office
Box 3, Fort Alexander, MB
R0E 0P0

Cover letters and résumés must indicate how the applicant meets the qualifications for the position and can be mailed to the above address or emailed to jobs@sagkeeng.ca, or dropped off at the Sagkeeng Government Office.

LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED