

JOB OPPORTUNITY



Sagkeeng Anicinabe

Sagkeeng Gaming

Supervisor (VLT)

32 hours per week

Reporting to the Gaming Director the Supervisor (VLT) is part of a professional management team responsible for providing superior customer service and a favourable Gaming experience to patrons.

DUTIES:

- Responsible for verifying cash counts,
- Responsible for overseeing paperwork is completed promptly and ensures usage of spreadsheets as provided,
- Keeps a daily log of shortages/overages,
- Make bank deposits and submits the deposits as directed,
- Requisitions supplies as needed,
- Maintains call-in list and insures adequate staffing for each shift,
- Ensures employees are given proper instructions, performing as required and insures training as needed,
- Address and resolve customer complaints,
- Ensure employee use of the "Time Click" system and that their hours are recorded accurately,
- Supervises staff including security,
- Enforce policies and procedures,
- Perform cashier duties as required,
- Perform other duties as assigned.

QUALIFICATIONS:

- Grade 12,
- 3 years' experience in a customer service environment,
- Several years' experience in a supervisory role,
- Ability to effectively present information and respond to questions from employees, vendors, and customers,
- Ability to complete documents and write reports,
- Ability to define problems, collect data, establish facts and draw conclusions,
- Ability to add, subtract, multiply and divide in all units of measure including using whole numbers, common fractions and decimals,
- Preference will be given to applicants of Aboriginal / First Nations ancestry with priority to members of Sagkeeng First Nation.



APPLICATION DEADLINE:

June 20, 2019

Interested applicants must submit:

- **criminal records check,**
- **a cover letter / resume,**
- **Photocopy of driver's license**

Attention to:

Human Resource Manager
Sagkeeng Government
Box 3, Fort Alexander, MB
R0E 0P0

Resumes can be mailed to the
above address, emailed to

jobs@sagkeeng.ca

or dropped off at the
Sagkeeng Government Band Office.

**LATE SUBMISSIONS WILL
NOT BE ACCEPTED UNDER
ANY CIRCUMSTANCES**

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