



Employment Opportunity

COUCHICHING BINGO PALACE

ASSISTANT MANAGER

26-Week Contract Full-Time Position

Only Couchiching First Nation Members May Apply
Shooniyaa Wa-Biitong Funded Position

GENERAL DESCRIPTION:

The Couchiching Bingo Palace Assistant Manager is responsible for the general day-to-day business of the bingo operation, including staff supervision, marketing, promotion, financial reports & security. The Couchiching Bingo Palace Assistant Manager reports to the Couchiching Bingo Palace Manager.

PREFERRED QUALIFICATIONS:

1. Previous management experience in a gaming operations facility
2. Experience or formal education/training in marketing and finance is required
3. Strong customer service, organization, management and supervisory skills
4. Ability to assume a public relations profile
5. Must possess proficiency to communicate effectively with staff and clientele
6. Capable of working under pressure with a devotion to meet deadlines
7. Knowledge of First Nation Gaming will be considered an asset
8. Must be bondable
9. Possess a valid driver's license with access to reliable transportation
10. Must have a flexible working schedule to effectively tend to the needs of the Couchiching Bingo Palace

APPLICATION INSTRUCTIONS:

Applications will be accepted until 3:30 p.m., September 20th, 2019. Applications must include resume, cover letter and three (3) employment related references (one of which must be from a current or recent supervisor) with permission to contact these references.

SUBMIT APPLICATION TO: Amanda French, Human Resource Manager
Couchiching First Nation
RMB 2027, R.R. #2
Fort Frances, Ontario P9A 3M3
Email: cfnhr@vianet.ca **Fax:** (807) 274-6458

All suitable, qualified Couchiching Band members shall be given first preference.

While we appreciate all who apply, only those selected for an interview will be contacted.

All late applications will be returned unopened.

All incomplete applications will be returned to the applicant.

CFN welcomes applicants from people with disabilities. A modified space is available upon request for candidates taking part in all aspects of the selection process.

For a complete Job Description, contact Amanda French at 274-8839.