

NISQUALLY RED WIND CASINO JOB DESCRIPTION

JOB TITLE:	Administrative Assistant Apprentice
REPORTS TO:	Department Manager
CASINO DEPARTMENT:	Multiple
RANGE:	H-4 to H-8
STATUS:	Non-Exempt

POSITION OBJECTIVE: Provide career positions to Nisqually Tribal Members in support of the Nisqually Indian Tribe. Provide guidance, growth opportunities, and skills to enable the advancement of the Nisqually Tribal Members in developing careers and lifelong work skills.

Our Mission: To enhance continued economic viability and quality of life for the Nisqually Indian Tribe, our Team Members, and the neighboring communities

Our Vision: Creating incredible experiences.

Our Core Values: Integrity, Communication, Accountability, Respect, Teamwork

JOB SUMMARY: This position provides an opportunity for Nisqually Tribal members to gain skills necessary for the position of Administrative Assistant within multiple departments of the casino. It is an Apprenticeship under the supervision of multiple Department Manager's. A hands-on learning experience as an Administrative Assistant in Human Resources (HR) & Training, Marketing, Security, Facilities, Food, Finance, and General Administration (G&A).

QUALIFICATIONS:

Required Skills and knowledge:

- Nisqually Tribal Member.
- Willingness to study toward and earn GED or high school diploma.
- Ability to learn aspects of multiple Departments.
- Ability to safeguard confidential information at all times.
- Ability to follow detailed procedures, accept guidance, and corrective actions.
- Ability to learn and use basic computer skills.
- Ability to work within time constraints and stay on task.
- Ability to learn communication skills, both verbal and written.
- Ability to work independently and use sound judgment.
- Positive guest service and teamwork skills.
- Ability to work all shifts including nights, weekends, and holidays.
- Ability to obtain a Class III Gaming License.

Preferred skills and knowledge.

- Experience working in an office environment.

PHYSICAL REQUIREMENTS:

- Ability to bend, reach, push, pull and squat, and lift to 50 pounds.
- Ability to sit for assigned shift.
- Ability to reach with hands and arms.
- Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- Ability to tolerate a noisy, smoke-filled environment.

ESSENTIAL FUNCTIONS OF THE JOB:

- Knowledge of departmental Guest Service Standards.
- Knowledge of casino promotions.
- Deliver excellent guest service—in person, on the phone, through correspondence.
- Assist multiple departments by performing the essential functions of the Administrative Assistant for each of these departments.
- Perform specialized technical clerical work with speed and accuracy.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Sort incoming mail.
- Take department and committee meeting minutes and notes.
- Scan and upload documents into the HRIS system and shared HR drive.
- Monitor department supplies and place re-orders as necessary.
- Ability to work beyond the scheduled shift to complete projects and meet deadlines, including occasional work offsite.
- Create and/or assist in making purchase requests, documents, spreadsheets, tracking sheets, and forms used within the department.
- Setup and coordinate meetings and conferences.
- Support staff in assigned project-based work.
- Ability to learn to code for invoices based on the venue, department, GL codes, and accounts payable processes.
- Ability to learn written, oral, and presentation skills which will include the ability to provide clear verbal and written instructions.
- Assists with facilitating the scheduling of mandatory Casino training.
- Assists with inventory count and documentation.
- Ability to use common sense and judgment in handling critical situations.
- Learn to compose and type personal letters, inter-office correspondence, and other memos as requested.
- Ability to learn how to research and arrange travel and per diem following OMB guidelines.

Approved by:

Date: