



Sioux Valley Dakota Nation
Employment Opportunity
Business Manager
Dakota Gaming Centre
Full-time, permanent

POSITION SUMMARY: The Gaming Centre will be responsible for overseeing the business operations of the SVDN Gaming Centre. Duties include hiring of new staff, conducting office meetings and coming up with proactive strategies to help improve business operations along with fostering and encouraging employee morale. Ultimately, the business manager will be responsible for maintaining successful daily business practices and ushering in an era of growth.

DUTIES:

- Developing business management goals and objectives that tend to growth and prosperity
- Designing and implementing business plans and strategies to promote the attainment of goals
- Ensuring that the company has the adequate and suitable resources to complete its activities
- Manage the day-to-day operations of the VLT Gaming Center
- Develop and implement strategies to increase revenue and profitability
- Monitor inventory levels and ensure that all supplies and equipment are in good working condition
- Maintain high standards of cleanliness and safety in all areas of the business
- Hire, train, and supervise staff members to ensure that they provide excellent customer service
- Develop and maintain relationships with suppliers and vendors
- Prepare financial reports and forecasts to monitor the performance of the business
- Ensure that the business complies with all relevant regulations and legal requirements
- Administration of Sioux Valley Community Emergency Requests
- Submissions of bi-weekly timesheets
- Policy writing regarding VLT revenue disbursement to community members
- Inventory management (vendor orders, tax rebates, write offs & returns)
- Budgeting & reporting to leadership regarding business performance
- Consideration of community member requests from VLT revenues for funeral assistance, wood purchases, star quilt purchase, emergency assistance, etc.
- Manitoba Lotteries compliance and training for all staff
- Event planning and marketing/advertising
- VLT monitoring and maintenance
- Bank deposit delivery
- Bingo licensing distribution and card sales
- Other duties as assigned

QUALIFICATIONS:

- High school diploma or equivalent; Bachelor's degree (or equivalent) in business, management, or related field is a plus
- Proven experience as a Business Manager or similar role
- Knowledge of financial and accounting principles
- Must be Proficient in working with computers & Microsoft Office (Word, Excel, E-mail, etc.)
- Strong leadership and management skills
- Excellent communication and interpersonal abilities
- High level of personal integrity and confidentiality
- Excellent organizational, time management and prioritizing skills
- Ability to work under pressure, handle multiple tasks and meet set deadlines in a timely manner
- Attention to detail in all work areas
- Familiarity with relevant software programs and tools

Submit Cover letter and Resume indicating Competition Number: **2023129**

Human Resources Department
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This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted.