



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

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

DUTIES:

- Manage the day-to-day operations of the VLT Gaming Center
- Develop and implement strategies to increase revenue and profitability
- 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 strong business relationships with suppliers and vendors
- Prepare financial reports and forecasts to monitor the performance of the business
- Ensure the business complies with all relevant regulations and legal requirements
- Submissions of bi-weekly timesheets
- Budgeting & reporting to leadership regarding business performance
- Manitoba Lotteries compliance; VLT site holder reports
- Event planning and marketing/advertising
- VLT equipment and maintenance monitoring
- Bingo licensing distribution and card sales
- Other duties as assigned

QUALIFICATIONS:

- Business Administration Diploma, bachelor's degree (or equivalent) in business, management, or related field is a plus
- Proven experience in a business management role and supervision of staff
- Knowledge of financial and accounting principles
- Must be Proficient in working with computers & Microsoft Office (Word, Excel, E-mail, etc.)
- Excellent communication and interpersonal skills
- High level of personal integrity and confidentiality
- Excellent organizational, time management and prioritizing abilities
- Must provide clean criminal record, child abuse registry check
- Must have a class 5 drivers license and access to a reliable vehicle

Submit Cover letter and Resume indicating Competition Number: **202439**

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. For full job description, please email hrapplcations@svdngovernance.com to request a copy.