



KETEGAUNSEEBEE IS HIRING



In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: Manager, Bingo Enterprises
Starting Range: \$34.99-\$39.36 / Hour (Pending Education & Experience)
Location: Bingo Hall, Garden River First Nation
Report to: Business Manager

POSITION SUMMARY

The Manager, Bingo Enterprises is responsible for the overall management of the Garden River First Nation Bingo Enterprises (GRFNBE) including planning, directing, and controlling, overseeing marketing initiatives, financial and human resources, by working collaboratively with Human Resources and Finance departments. The overall objective is to ensure business growth, efficiency, and customer satisfaction through a highly customer focused environment.

DUTIES

- Establish annual and longer-term objectives through identification of market areas, local conditions, and member needs, and develop plans for their achievement;
- Manage operations in terms of proper expense control, budget, adherence, profitability for services, financial decisions, reporting requirements;
- Maintain general oversight and ensure accuracy of records including A/P and A/R and Inventory control;
- Ensure all regulations respecting cash custody, internal audit and control and the maintenance, safeguarding, and security of premises are communicated and adhered to;
- Supervising program budget so that it remains on target as defined in Bingo Enterprises Budget Plan;
- Organize, schedule, train, supervise and coordinate their staff;
- Evaluating the job performance of staff on an annual basis ensuring that objectives are being met effectively

QUALIFICATIONS

- Degree in Business Administration or a combination of courses in business and finance along with extensive years' experience (minimum five years), in operational leadership roles, including experience in the gaming industry
- Mandatory knowledge and experience in accounting principles, including budgeting and reporting processes; the development of reports, policies and procedures and directives
- Mandatory knowledge and experience in human resources, including effective management of staff, familiarity of regulations and legislation governing employees
- Excellent communication and organizational skills
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions
- Ability to use good judgment in assessing difficult situations; Ability to be consistent and display a positive/helpful attitude; Flexibility required to keep pace with an ever-changing environment
- Stamina, sensitivity and strong negotiation and advocacy skills; Willingness to accept changes in work practices and technology; Ability to work under pressure to meet deadlines
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written
- Ability to speak effectively before groups of customers or employees of the facility
- Possesses a positive and professional attitude; Proven track record of punctuality and dependability; Ability to exercise good judgment, solid analytical, problem solving, and technical troubleshooting skills
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook)
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **September 20th @ 4:30pm**. Please address the envelope and/or email **"Manager – Bingo Enterprises– 2021-76"** and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

Date Posted: September 3rd, 2021

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.



OJIBWAYS OF ROBINSON-HURON TREATY OF 1850