



Area Wide Job Vacancy Announcement Office Manager

OPEN: Monday, February 12, 2018
CLOSE: Monday, February 26, 2018 @ Close of Business - 5:00pm
WAGE: \$14.50 per hour

SUMMARY: The Office Manager is responsible for the overall operation of the entire hotel during the night shift to ensure guests satisfaction and the safety of all guests and employees throughout the night audit shift. Makes decisions affecting the overall guest satisfactions as well as the safety of the hotel, its team members, and guests. Directly managers all night shift team members. The Office Manager will oversee all night audit paperwork and comp slips to ensure that all billing is completed correctly.

QUALIFICATIONS:

- High School Diploma or GED required.
- Previous experience of bookkeeping or accounting experience preferred.
- Must be computer literate and have knowledge of PBX operations.
- Must possess strong interpersonal, problem solving and decision-making skills having the ability to motivate staff.
- Must possess good oral and written skills and have the ability to communicate with internal and external customers.
- Must receive a passing math test result.
- Must be able to clean thoroughly and quickly.
- Must have the ability to lift, push or carry 40+ lbs. and perform physical tasks.
- Must be able to read, comprehend and use lodge-cleaning supplies.
- Must be able to work in a fast paced environment containing excessive smoke and noise.
- Must be able to obtain a gaming license as a condition of employment.
- Must adhere to casino substance abuse policy and pass pre-employment drug and alcohol testing.

4 Bears Casino & Lodge of the Fort Berthold Indian Reservation recognizes and will carry out to the greatest extent feasible the Indian Preference policies of the Three Affiliated Tribes. Subject to the Indian preference policies of the Three Affiliated Tribes, all candidates will receive consideration without regard to race, color, sex, age, religion, national origin, sexual preference, or physical disability (where reasonable accommodation is possible). Veteran's preference is also given.

*For information on "How to Apply", please contact the HR Department @ 701-627-4018, ext. 7565. For current casino employees, please reference Policy Nos. 020, 029, and 030 or contact the HR Department during regular business hours for process or questions on applying for the position. For a full review of the job description duties and responsibilities, please contact the HR department. **Must provide a resume with application.***