



**Area Wide
Job Vacancy Announcement
Bar Administration Assistant**

OPEN: Wednesday, March 7, 2018
CLOSE: Wednesday, March 21, 2018 @ Close of Business 5:00pm
WAGE: \$15.00 per hour

SUMMARY: The position is responsible for the casino and department paperwork submitted on a regular basis to insure all accuracy and completeness. Will be responsible for supervision of the day shift.

QUALIFICATIONS:

- High School Diploma or GED required.
- Minimum 1 year experience as a supervisor preferred.
- Must be at least 21 years of age.
- Interpersonal and communication skills.
- Decision-making and problem-solving skills.
- Able to lift, carry or push 50+ lbs.
- Familiarity with the names and contents of mixed drinks.
- Must be able to work in an environment containing excessive noise, smoke and stress.
- Must be able to obtain a gaming license, this process includes a full background check.
- Must be drug & alcohol free as a condition of employment.

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 submit a resume when applying for this position.***