



# AREA WIDE JOB VACANCY ANNOUNCEMENT Events Administrator

OPEN: Monday, February 3, 2025  
CLOSE: Monday, February 17, 2025 @ Close of Business (5:00 P.M.)  
WAGE: \$DOQ

**SUMMARY:** The Events Administrator assists in the development, coordination and implementation of special events. The Events Administrator will handle all daily aspects of meeting and banquet rooms.

## QUALIFICATIONS:

- High School Diploma or GED required.
- Must be 21 years old.
- 3 years supervisory experience.
- Must have excellent customer and employee skills.
- Minimum of 3 years experience in a related position (i.e. customer service, hospitality, sales, marketing, promotions and/or public relations).
- Basic knowledge of accounts payable and receivable procedures preferred.
- Excellent organizational skills.
- Mathematical skills required, must take and pass a math test.
- Strong verbal and written communication skills.
- Physical capability to move things.
- Must be able to use computer in day-to-day workload.
- May be required to stand for long periods of time, especially during events and promotions.
- Will be exposed to loud and continuous noise, such as loud speakers, conversational noise, etc.
- Will be exposed to second hand smoke.
- Must be drug and alcohol free as a condition of employment.
- Must be able to obtain a gaming license, this process includes a full background check.

*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 @ 701-627-7565. 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. **A resume is to be provided with the employment application.***