



Acadia First Nation

Job Opportunity

Office (fill-in) for the Gaming and Bingo Side

AFN Entertainment Centre is looking for interested candidates for the position of Office (fill-in) for the Gaming and Bingo Side of the establishment. The position will be Casual, Part Time, On Call, Days, Nights, Evenings, Overnights and Weekends. The hours for the position will vary week to week depending on business needs. The successful individual will be given training. The successful candidate must be willing to travel and commit to training when offered.

Scope: The office (fill-in) for the Gaming and Bingo Side will be responsible to ensure the business runs smooth and is successful.

Duties:

- Opening/Closing duties
- Daily Office Work
- Count/Balance Tills
- Set-Up Bingo
- Do deposits
- Place orders
- Receive orders/ensure accuracy
- Stock products
- Count Inventory
- Run cash/ Bingo Floor Attendant
- Supervise employees
- Cleaning duties
- Troubleshoot VLT Machines
- Ensure rules, policies and procedures are being followed by employees and customers
- Deal with customer complaints
- To guard against theft and vandalism
- Any other duties deemed necessary by management and/or Chief & Council

Qualifications:

- Must be 19 years of age or older
- Must be bondable
- Minimum of Grade 12 or equivalent
- Post Secondary Education would be an asset
- Pleasant personality and excellent customer service skills
- Willing to work as part of a team
- Willingness to take required training
- Attention to detail
- Ability to solve problems
- Willingness to learn
- Strong written and verbal communication skills
- Previous guest service and sales experience preferred
- Accounting experience would be an asset
- Valid Driver's License and reliable transportation

How to Apply:

In Person: AFN Entertainment Centre
10552 Highway #3, Yarmouth, B5A 5J7

By Fax: (902) 742-5503

By Email: afnentertainment@acadiaband.ca

Deadline: May 8, 2018 at 12 NOON