



Job Opportunity
Assistant Gaming Site Manager
Sipekne'katik First Nation – Hammonds Plains

Application Deadline:
Thursday May 23, 2024 12:00noon

Anticipated Start Date:
June 17, 2024 (sooner start date possible)

Reporting directly to the Gaming Site Manger the Assistant Gaming Site Manager is responsible for overseeing the operations and management of the site. This would include ensuring the site remains in compliance with all internal and external regulatory bodies, policies and procedures, staff management and prioritizing customer satisfaction.

The role requires a combination of managerial skills, industry knowledge and an understanding of the landscape of the gaming sector.

Responsibilities:

- Ensure compliance with Sipekne'katik Gaming as it relates to gaming, alcohol, and tobacco.
- Supervise and coordinate staff; gaming, security, janitorial and other staff who support the operations of the overall site.
- Oversee day-to-day operations including, but not limited to, maintenance, troubleshooting, technical support, staff support.
- Implement and enforce security measures to prevent fraud, theft and ensure the integrity of gaming activities.
- Support the oversight of the financial reporting (internal and external as required) of the site including, but not limited to; revenue tracking, monthly financial reporting, annual forecasting, compliance reporting, bank deposits/withdrawals.
- Responsible for overseeing on-site performance reporting, including but not limited to; customer engagement, customer trends, building deficiencies.
- Responsible for creating and implementing a robust training program for new staff.
- Responsible for supporting staff to prioritize respectful customer service and customer relationships.
- Manage escalated customer services, operational issues and other problems that could affect the successful operations of the site.
- Provide regular updates on changing trends, updated machines and other technological advancements that may support the financial or operational health of the site.



- Promote responsible gaming; support material for patrons, age verification measures and self-exclusion programs
- Other duties as reasonably required or assigned by Manager; may include but not limited to report/memo writing, presentations, and/or special projects.

This work description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not defined to contained or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Working conditions:

- Normal Working week is 40 hours; flexibility is required; some evenings and weekends
- Requirement for extended use of a computer
- Some lifting and standing for extended periods of time is required
- Requires a high degree of concentration
- Some work in a smoking environment

Please apply with a resume, cover letter, criminal records check and three work references to:

Human Resource Department

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will be contacted.