



**POST: October 14<sup>th</sup>, 2022 DEADLINE: Until filled**

### **JOB DESCRIPTION**

**POSITION:** Executive Administrative Assistant

**DEPARTMENT:** Administration

**LOCATION:** Resort

**EMPLOYMENT:** Full-Time/Part-Time

**PAY RATE:** Pay Grade 13 (\$14.00 to \$18.23 per hour D.O.E.)

**LICENSE STATUS:** Key-Employee

### **DESCRIPTION:**

Provide high-level administrative support to the General Manager and PEFC by conducting research, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

### **RESPONSIBILITIES:**

- Provide excellent service to both employees and Casino guests through active engagement and positive attitude.
- Prepares check requests, purchase requests, reports, memos, letters, and other documents using word processing, spreadsheets, data base, or presentation software for the General Manager.
- Casino-Resort licensure tracking, (i.e., liquor, gaming licensing, etc.) assuring current compliance; requires proactive approach, to protect against expirations and/or non-compliance.
- Answers electronic communications, phone calls, and takes messages for the General Manager.
- Sends calendar invites and/or emails to notify managers of meeting dates and times.
- Manages calendar for the General Manager.
- Conducts research, compiles dates, and prepares papers for consideration and presentation by management and committees.

- Attends meetings to record minutes.
- Sorts and prioritizes memos and reports for the General Manager.
- Performs general office duties such as maintaining records of computer generated documents, and basic bookkeeping work.
- Files and retrieves company documents, records, and reports.
- Makes any necessary arrangements for travel, as directed.
- Demonstrates continuous effort to improve operations, decrease turnaround time, streamline processes, and works cooperatively with staff to provide quality service.
- Organize and assist with company events and employee functions.
- May receive visits or calls regarding complaints, which may be resolved or referred to proper person for resolution.
- Maintains confidentiality, with unquestionable integrity.
- Due to the dynamic Casino Environment, from time to time we require employees to be flexible and assume other responsibilities assigned by management.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED)
- Four years of secretarial experience or a combination of training, education, and experience, that provides the required knowledge and abilities.
- Knowledge of office procedures, clerical, and recordkeeping operations.
- Excellent usage of English grammar and composition.
- Sufficient skills in typing and the ability to take sufficient notes at a meeting, to prepare an accurate record of events.
- Knowledge of office machines.
- Knowledge of department locations and organizational structure.
- Must have knowledge of Database Software, Internet Software, Spreadsheet and Word Processing Software.
- Must pass background checks and other pre-employment screenings.

**PREFERRED QUALIFICATIONS:**

- Ability to perform assigned duties with minimal supervision.
- Supervisory experience.
- Ability to communicate effectively orally and in writing.
- Ability to identify problems and implement or recommend solutions; interpret and apply policies and procedures; deal diplomatically with the public; take responsibility; and use good judgement, within scope of authority.
- Ability to prioritize multiple tasks, work effectively under stress, meet short deadlines, and take direction.
- Ability to coordinate multiple schedules and produce accurate work, despite frequent interruptions.
- Ability to learn and use new software programs, as systems are upgraded.
- Ability to organize tasks and time to ensure timely completion of all projects.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**PREFERENCE FOR HIRING:**

*Preference shall be given when it is established that the applicant meets the qualifications as stated on the job description. The following order shall be adhered to for hiring:*

- *Enrolled LVD Tribal Member*
- *Parents/Legal Guardian of LVD Tribal Member children and spouses of Tribal Members*
- *Other Native Americans*
- *All others*

**Date Approved by the Lac Vieux Desert Gaming Commission:**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 11/20/2017**

**Northern Waters Casino Resort**

**P.O. Box 129, N5384 US 45**

**Watersmeet MI, 49969**

**Email: [hr@lvdcasino.com](mailto:hr@lvdcasino.com)**

**Website: <http://www.lvdcasino.com/Content/Careers.cfm>**

**Phone: 906-358-4226 Ext. 7318**

**Fax: 906-358-4913**