



**POSTED: August 18<sup>th</sup>, 2025**

**DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Administrator

**DEPARTMENT:** Human Resources

**SUPERVISOR:** Director of Human Resources

**LOCATION:** Casino/Resort/Tribal Government

**EMPLOYMENT:** Full-Time

**PAY RATE:** \$17.00 - \$24.00/Hour (Non-Exempt) D.O.E.

**LICENSE STATUS:** Non-Key Employee

### **DESCRIPTION:**

Aid in identifying, evaluating, and resolving human relations and work performance problems with organizations to facilitate communication and improve employee human relations skills and work performance by performing the following duties.

### **RESPONSIBILITIES:**

- Provide excellent Guest Service through active guest engagement and positive attitude.
- Talks informally with organization personnel and attends meetings of managers, supervisors, and work units.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Human Resources Department Policy and Procedure Manual

- Evaluates work related problems and meets with supervisors and managers to determine effective remediation techniques.
- Coordinates Employees Assistance Program.
- Works with LVD Education and Behavioral Health Liaison to track GED participants and ensure policy is being followed.
- Support Human Resources Director by fulfilling duties that are necessary in their absence.
- Gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
- Pursues training and development opportunities.
- Speaks clearly and persuasively in positive or negative situations.
- Responds well to questions.
- Writes clearly and informatively.
- Presents numerical data effectively.
- Able to read and interpret written information.
- Exhibits confidence in self and others.
- Show respect and sensitivity for cultural differences.
- Promotes a harassment-free environment.
- Treats people with respect; keeps commitments; inspires the trust of others.
- Works with integrity and ethically; upholds organizational values.
- Follows policies and procedures.
- Completes administrative tasks correctly and on time.
- Responsibilities for administering the drug testing policy.
- Posting jobs, placement for ads with area newspaper for job announcements.
- Responsible for screening and setting up interviews with potential applicants.
- Perform reference checks on potential applicants, which include preparation of questions per position, selecting the interview panel, preparing a synopsis to be approved by Management. Sending out notification letters to all applicants, also acceptance letters.
- Responsible for the processing of new hires through payroll.
- Assist department managers and supervisors with day-to-day work issues with employees.
- Responsible for the maintaining and safeguarding all employee personnel files for Tribal/Resort operations and Gaming, to assure that these files are available for yearly audits.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.
- 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 G.E.D.
- Fifth year college or university program certification; or two to four years related experience and/or training; or equivalent combination of education and experience.

- Ability to read analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports.
- Ability to effectively present information and respond to questions from groups of managers.
- Must pass background checks and other pre-employment screenings.

**PREFERRED QUALIFICATIONS:**

- Should have knowledge of Database software; Human Resources systems; Internet Software; Order processing systems; Spreadsheet software and word processing software.
- Bachelor's Degree

*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 in 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 LVD Gaming Commission: 05/16/2023.***

***Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023.***

**Northern Waters Casino Resort**

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**Sign \_\_\_\_\_ Date \_\_\_\_\_**

