



Posted: September 19th, 2025

Deadline: Until Filled

JOB DESCRIPTION

POSITION: Executive Administrative Assistant

DEPARTMENT: Administration

REPORTS TO: General Manager

LOCATION: Resort

EMPLOYMENT: Full-Time

PAY RATE: \$19.00-\$25.00 per hour /Hour (Non-Exempt)

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. Professionally and enthusiastically perform tasks at the direction of the General Manager in assistance of various departmental needs, issues, reports, scheduling, personnel assistance, documentation, organizational communications, and all arenas as directed by the General Manager.

RESPONSIBILITIES:

- Provide outstanding service to guests, internal and external, through active engagement and a positive attitude.
- 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, Administrative Department Policy and Procedure Manual.

- Works efficiently and equitably across all organizational Departments, LVD Tribal Departments and the public as a direct representative of the organization and the General Manager.
- Prepares check requests, purchase requests, reports, memos, letters, and other documents using word processing, spreadsheets, database, or presentation software as directed by 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 directs calls to appropriate parties or takes messages.
- Sends calendar invites and/or emails to notify managers of meeting dates and times.
- Works in coordination with TGRA and Casino Management to develop the System of Internal Controls (SICS) which consists of written policies, procedures, and standard practices to maintain compliance through NIGC regulations.
- Coordinates with the Director of Security to create and manage and retain the Casino Exclusion list.
- Manages facility-wide calendar for the General Manager.
- Conducts research, compiles dates, and prepares papers for consideration and presentation by management and committees.
- Attends all Management, PEFC and property meetings to record minutes while preserving confidentiality.
- Sorts and prioritizes emails, memos, and reports for the General Manager.
- Performs general office duties such as ordering supplies, maintaining records of computer-generated documents, and performing basic bookkeeping work.
- Files and retrieves company documents, records, and reports.
- Makes travel arrangements, as directed.
- Demonstrates continuous effort to improve operations, decrease turnaround time, streamline processes, and works cooperatively with staff to provide quality service.
- Demonstrates interest and dedication to the organization through task completion as exemplified by the General Manager.
- 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.
- Stocks supplies and maintains equipment in the mail area.
- Maintains confidentiality, with unquestionable integrity.
- Possesses seamless and effective communication skills organization wide as exemplified by the General Manager.
- Due to the dynamic Casino Environment, from time to time we require employees to be flexible and assume other responsibilities assigned by management.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and trainings facilitated by Management.
- Required to actively participate in the LVD/Northern Waters Safety Committee.

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 knowledge of the rules 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.
- Must be highly organized, goal-oriented with a strong ability to multi-task.
- Possess excellent time-management and problem-solving skills.
- Must possess the ability to communicate expertly in both verbal and written correspondence.
- Must be able to perform duties with minimal supervision.
- 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.
- Knowledge of department locations and organizational structure.
- Experience with and ability to use Microsoft Word, PowerPoint, Excel, Outlook, etc.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS:

- Associate's or Bachelor's degree in Business Administration, Office Management or a similar field.
- Supervisory experience.

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 LVD Gaming Commission: 08/29/2023

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

Northern Waters Casino Resort

P.O. Box 129, N5384 US 45

Watersmeet MI, 49969

Email: hr@lvdcasino.com

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

Phone: 906-358-4226 Ext. 7318

Fax: 906-358-4913

Sign _____ Date _____