



OPASKWAYAK CREE NATION

JOB COMPETITION – EXTERNAL POSTING

Licensing Manager Assistant (Possible Advancement to Managerial Status)

DEPARTMENT: OCN Gaming	SALARY: TBD
CLASSIFICATION: F/T TERM	LOCATION: 151 Fischer Ave. (Upper Level)

JOB SUMMARY:

The Licensing Manager Assistant is responsible for budgets, monthly financial statements, reports, audits, operating plans and schedules. S/he must be aware of applicable laws, regulations and agreement related to the operation of First Nation Gaming Commission.

Some duties include:

- Update and maintain all policies, procedures, files and forms
- Prepare all incoming or outgoing correspondence (i.e letters, memos, etc.)
- Prepare all payment authorizations, cheques, meeting agenda's, meeting packages
- Input data in computer:
 - OCNGC Invoices
 - Monthly financial updates and reports
 - All receipts of incoming money
- Order and maintain all inventory
- Prepare for inspections
- Annual inventory count and audit
- Do on-sight inspections of OCN gaming events
- Be available for larger events (i.e. 50k or higher Bingos)
- Monthly financial reports, license applications and information to Board of Director
- Will be required to work as a team with OCN Membership

MINIMUM QUALIFICATIONS:

- Grade 12 minimum or equivalent
- Business Administration, Management, or Administrative Assistant courses or related post-secondary Diploma
- Must have superior computer skills (Microsoft Office and use of data bases)
- Ability to deal with the public and difficult people in a professional manner
- Discretion in dealing with confidential matters
- Demonstrate management skills and abilities
- Ability to work independently and as part of a team
- Ability to work under pressure
- Ability to speak and/or understand the Cree language a definite asset

Application Deadline: June 22, 2018 @ 4:30 pm

Please submit resume/cover letter to:

Courtney Hester, Personnel Administrator
P.O. Box 10880
Opaskwayak, Manitoba R0B 2J0
Phone: 204-627-7100 Fax: 204-627-7063
E-Mail: courtney.hester@opaskwayak.ca

*Please mark application "Personal and Confidential".
We thank all who applied, however, only applicants selected for interviews will be contacted.*