



**Nez Perce Tribal Enterprises**  
P. O. Box 327  
Lewiston, ID 83501  
PH: 208-298-1168 Fax: 208-746-2845

*In accordance with NPTEC Administrative Actions January 24, 2017 all current NPTE employees, current employees from other entities (NPT, Nimiipuu Health, NPT Housing, & Law & Justice), and enrolled Nez Perce Tribal members will be considered for all "In House" employment. TRIBAL PREFERENCE WILL APPLY.*

**JOB OPENINGS**  
**November 5, 2018**

**IN-HOUSE POSITIONS:**

**None at this time**

**OPEN POSITIONS:**

**CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID):**

**MARKETING SPECIALIST** (CRC-18-054/Gaming/Full-time): The purpose of this position is to oversee and assist in the execution of marketing efforts within the department and through various media components of the marketing mix. This position utilizes project management techniques to assist with key tasks coordinating efforts with other departments to ensure support is in place, and tracks progress through completion to ensure successful execution of promotions. This position requires an Associate's Degree in Marketing, Communications, Advertising, Public Relations, Web Design or closely related field. Bachelor's Degree preferred OR Three (3) years of experience performing equivalent duties may be substituted for the education requirement. Requires two (2) years of Marketing experience. Gaming experience preferred. Must have the ability to interface with all levels of an organization and outside vendors. Requires gathering, organizing, and analyzing data. Requires experience in Microsoft Office Professional and strong knowledge of computer applications. Must have excellent organizational and communication skills. Demonstrated ability to be proactive and remain positive in a multi-tasking, high demand position. Must be flexible with scheduling, as promotional and special events demand. Must be able to obtain a Nez Perce Tribal Gaming License. Requires a valid driver's license with the ability to be insured under the Tribes policy. Other pre-requisites apply as outlined in class description, including motor vehicle report (MVR). **Closes: 11-09-18**

**PLAYERS CLUB REPRESENTATIVE** (CRC-18-053/Gaming/Part-time): The purpose of this position is to provide exceptional customer service to Players Club members including communicating program features, assisting with membership registration and databases. This position requires a high school diploma or GED, one (1) year of front line guest service skills and six (6) months of cash handling experience. Must be able to obtain a Nez Perce Tribal Gaming License. Requires a valid driver's license with the ability to be insured under the Tribes policy. Other pre-requisites apply as outlined in class description, including motor vehicle report (MVR). **Closes: 11-09-18**

**GUEST SERVICE REPRESENTATIVE** (HTL-18-055/Gaming/Full-time): The purpose of this position is to provide prompt, courteous, efficient service to hotel guests. This position requires a high school diploma or GED, six (6) months

experience in a customer focused environment, and three (3) months cash handling experience. Must be able to obtain a Nez Perce Tribal Gaming License. Requires a valid driver's license with the ability to be insured under the Tribes policy. Other pre-requisites apply as outlined in class description, including motor vehicle report (MVR). **Closes: 11-09-18**

**HOUSEKEEPER(S)** (HTL-18-041/Part-time): Housekeeping experience preferred. Requires a minimum of six (6) months experience in a customer focused environment. Must possess excellent guest relations and customer service skills. Other pre-requisites apply as outlined in class description. **Closes: Open until filled**

**BARTENDER** (CRC-18-011/Part-time): **RE-ADVERTISEMENT:** This position requires a high school diploma or equivalent. Must be able to obtain a valid health card and attend TIPS Training or Alcohol Servers Training within three (3) months of hire date. Requires three (3) months full service bartender experience. Restaurant experience preferred. Must be 19 years of age. Other pre-requisites apply as outlined in class description. **Closes: Open until filled.**

### **ITSE YE YE CASINO (KAMIAH, ID)**

**SURVEILLANCE OFFICER** (IYY-18-037/Gaming/Part-time): **RE-ADVERTISEMENT:** This position requires a high school diploma, GED, or specialized vocational training, including knowledge and ability to gain knowledge of the Nez Perce Tribe Gaming Commission Audit Manual and Internal Control Operating Procedures, as well as basic knowledge of criminal law. Must be able to obtain Nez Perce Tribal Gaming License. One (1) year experience in security or law enforcement preferred with superior work ethics and report writing skills. Must have excellent communication skills, both oral and written, and ability to handle conflict and problem resolution in a professional manner. Other pre-requisites apply as outlined in class description. **Closes: Open until filled.**

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### **EMPLOYEE BENEFIT PACKAGE:**

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| ➤ Medical/Dental/Vision                        | ➤ Annual & Sick Leave + Paid Holidays               |
| ➤ Employer-paid Life Insurance + option to add | ➤ Employee Assistance Program                       |
| ➤ 401(K) competitive match                     | ➤ Furnished Uniforms                                |
| ➤ Employee Discounts                           | ➤ Short-Term Disability & Accident Insurance option |

### **APPLICATION REQUIREMENTS:**

- Positive Work History.
- Transcripts or diploma must be submitted if position requires.
- Positions required to drive must submit a three (3) year Motor Vehicle Report (MVR) issued within 90 days preceding submittal of application.
- Pre-employment drug screening.
- **All Gaming positions require a Nez Perce Tribal Gaming license;** and are subject to the application procedures established by the Gaming Commission.
- Complete employment application
- Three (3) letters of references (Gaming positions only).
- Complete class description available upon request.

### **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

Applications are also available online at [www.crcasino.com](http://www.crcasino.com) or email [hr@crcasino.com](mailto:hr@crcasino.com)