



Nez Perce Tribal Enterprises
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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
January 07, 2019

IN-HOUSE POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID):

None at this time.

OPEN POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID):

HUMAN RESOURCES SPECIALIST [CRC-18-060/Gaming/Full-time]: To support all Human Resources (HR) activities and functions: such as compensation and classification, benefits, recruitment, HRIS management, organizational development, risk management, employee relations and employee wellness program. Requires an Associate's degree in Business Admin., Human Resources, or closely related field and two (2) years of Human Resource experience. Must submit diploma(s) and/or transcripts. Five (5) years of experience performing equivalent duties may be substituted for the education requirement. Must be able to obtain a Nez Perce Tribal Gaming License. Other pre-requisites apply as outlined in class description, including motor vehicle report (MVR) and three (3) letters of reference. **Closes: 01-18-19.**

SECURITY OFFICER [CRC-18-059/Gaming/Full-time]: RE-ADVERTISEMENT: This position requires a high school diploma, GED, or specialized vocational training in security procedures and protocols. One (1) year of experience in security or law enforcement preferred with superior work ethics and report writing skills. Other pre-requisites apply as outlined in class description, including motor vehicle report (MVR). **Closes: 01/18/19.**

ACCOUNTING CLERK I ~ [CRC-18-058] [Gaming] (Full-time) ~ To perform administrative support and accounting functions to the assigned department. Requires Associates Degree in Accounting or Business. Must be able to obtain a Nez Perce Tribal Gaming License (subject to complete background check). Requires a valid driver's license with the ability to be insured under the Tribe's policy (**must provide copy of driver's license and a motor vehicle report (MVR)**). Requires one (1) year general office and two (2) years related accounting experience. Knowledge of generally accepted accounting principles and budgeting practices: skills in maintain and reconciling accounting and financial records. Must be computer-literate, with proficiency in Excel, Word, and Word Perfect. **Closes: 01-18-19.**

ITSE YE YE CASINO (KAMIAH, ID):

None at this time.

NEZ PERCE EXPRESS (LEWISTON, ID)

None at this time.

QE'MES EXPRESS (WINCHESTER, ID)

STORE CLERK (QMX-18-061/Part-time): The incumbent of this position will assist in maintaining store operations to assure guest satisfaction and profitability as well as a positive work atmosphere. Requires high school diploma or GED. Three (3) months cash register and stocking experience in a customer service oriented establishment preferred. Other pre-requisites apply as outlined in class description. **Closes: 01-18-19.**

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 or email hr@crcasino.com