



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
June 10, 2019

IN-HOUSE POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID):

Machine Tech (CRC-19-031 Gaming/Full-time) ~ This position is to perform maintenance and repair functions on video gaming machines. Responsibilities include tools, equipment, and guest service. Requires high school diploma, GED, or specialized vocational training. Must be able to obtain a Nez Perce Tribal Gaming License. Gaming machine experience preferred. Electronic and mechanical experience preferred. Must have excellent communication skills, both oral and written, and ability to handle conflict and problem resolution in a professional manner. Ability to work independently and display creativity; excellent attention to detail in compiling data and reports. Must have a positive work history. **Closes 06/14/2019**

OPEN POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID):

SOFT COUNT CREW WORKER (CRC-19-030/Gaming/Part-time) : The purpose of the job is to count revenues and verify accuracy of reports. The job is responsible for compliance with established cash handling/recording procedures. High school diploma or equivalent preferred. Requires cash handling and operating all cash handling related equipment. Must be able to obtain a valid CPR card and Nez Perce Tribal Gaming License. **Closes: 06-14-19**

DROP CREW WORKERS (CRC-19-029/Gaming/ Part-time): The purpose of the job is extract money from gaming machines and audit revenues. The job is responsible for equipment, revenues, and shift assignments. The class works according to some procedures, but decides how and when to do things under general supervision. Requires high school diploma or equivalent, or specialized vocational training. One month demonstrated work experience preferred. Must be able to obtain a Nez Perce Tribal Gaming Key License. **Closes: 06-14-19**

PLAYERS CLUB REPRESENTATIVE (CRC-19-026/Gaming/Full-time): This position requires a high school diploma or GED, one (1) year of front line guest service skills and two (2) years of cash handling experience. 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). **Closes: 06-14-19**

PURCHASING/INVENTORY COORDINATOR (CRC-19-027/Gaming/Full-time) This position has overall responsibility for the procurement of all inventory and non-inventory equipment materials and supplies for the Nez Perce Tribal Enterprises. Responsibilities include monitoring of cost controls, bid proposals, vendor research, fixed asset management and invoice/accounts payable coordination. Requires high school diploma or GED. Associates degree in Accounting or related field preferred. Requires three year's work experience in bookkeeping, data entry, or accounting. Experience in managing POS system, inventory systems and management, management of fixed assets and equipment inventory preferred. Requires one-year Supervisory experience. Must be able to obtain a Nez Perce Tribal Gaming License. **Closes: 06-21-19**

ADMINISTRATIVE SPECIALIST II (CRC-19-028/ Gaming/ Full-time): This position provide administrative and clerical support services to the Marketing & Promotions Department. The position is responsible for performing a variety of complex administrative and secretarial duties for the efficient and effective operation of the Marketing & Promotions Department. Requires Associate's degree in Business Administration or a closely related field OR two years of related work experience can be substituted for the educational component. Two years related work experience preferred. Must have exceptional and demonstrated office skills in word processing, developing forms, files management, time management, scheduling, travel arrangements and event coordination. Must be able to prioritize and work with limited supervision in a busy office. Must have exceptional communication skills, both oral and in writing, maintain confidentiality. 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 Tribe's policy. **Closes: 06-21-19**

Computer Specialist I (CRC-19-002 Gaming/Full-time) RE-ADVERTISEMENT ~This position is responsible for assisting the MIS Director in the day-to-day management of Information Systems by directly supporting end users and systems in various departments throughout the Enterprises Requires a minimum of two years combined experience in the field of information systems or computer related job environment. Preferred technical training in Windows 7/8.x/10, Windows Server 2008 or greater, POS Systems, telephone systems, and Video/Audio systems. Requires a positive work history. Associates degree in Information Technology, Computer Science, or computer related field or equivalent specialized vocational training preferred. Must be able to obtain a Gaming License; requires a valid driver's license with the ability to be insurable under the Tribe's policy. Certified MCSE preferred. **Closes: Open until filled.**

SPECIAL PROJECTS WORKER (CRC-19-021/Part-time/Temp/Variable): The purpose of the job is to provide assistance to the designated department in regular or special projects that need to be completed. Special Events worker will work hours based on needs of NPT Enterprises and its departments. Require High school diploma or equivalent. Six (6) months of work experience in inventory, hospitality, gaming, hotel/motel or other facility preferred. Six (6) months of customer service experience preferred. **Closes: Open until filled**

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: Open until filled.**

Housekeeper (HTL-19-010/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. Formal or informal education, which ensures the ability to read and write, and understand oral/written instructions. **Closes: Open until filled**

HOUSEKEEPING LEAD (HTL-19-019/ Full-time): The purpose of the position is to assist the Executive Housekeeper with supervision of hotel housekeepers on an assigned shift. Requires high school diploma, GED or specialized vocational training in areas of housekeeping, janitorial and/or environmental services. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Requires training and/or three (3) years' work experience in housekeeping, janitorial and/or environmental services. Requires one (1) year of supervisory experience; demonstrated computer skills with word, spreadsheets and database systems; effective communication skills to read, follow written directions on safety/warning labels; compute simple math equations, generate written reports and effectively communicate verbally information, instructions and direction; experience and knowledge of cleaning procedures, practices and handling of chemicals preferred. Must be able to pass a criminal history check. **Closes: Open until filled.**

BARTENDER (CRC-19-015/Part-time): 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):

SHORT ORDER COOK (IYY-19-020/Part-time): The short order cook is responsible for the preparation of high quality food in a timely manner, efficient, sanitary and consistent manner. Must be able to obtain a Food Handlers Certification. Formal or informal education, which ensures the ability to read, write, and understand oral/written instruction. Prefer three (3) months of Line Cook experience; cooking breakfast, lunch, and dinner. **Closes: Open until filled**

JANITOR (IYY-19-025/Part-time): To be responsible for cleaning and orderly upkeep of the Itse Ye Ye Casino, including the administrative office. Formal or informal education, which ensures the ability to read, write, and understand oral/written instruction. Cleaning or janitorial experience preferred. Other pre-requisites apply as outlined in class description **Closes: Open until filled**

NEZ PERCE EXPRESS (LEWISTON, ID)

None at this time.

QE'MES EXPRESS (WINCHESTER, ID)

None at this time.

Clarkston Golf Course (Clarkston, WA)

None at this time.

Zim's Hot Spring (NEW MEADOWS, ID)

None at this time.

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