



# Saskatchewan Indian Gaming Authority

## Painted Hand Casino

### Yorkton



Job Title	# of Positions	Competition Number	Salary	Close Date
Slot Manager	1 Full Time	10-PHC-SLOT-02	\$59,602.86- \$74,502.80	March 29, 2010

**Sharing Success.....**through the provision of superior gaming operations services. With gross revenues in excess of 240 million dollars annually, SIGA is Saskatchewan's largest and most successful employer of First Nations people. SIGA is currently looking for creative, motivated, passionate and energetic individuals to join the team.

#### Statement of Competencies

**Education:** Successful completion of a four (4) year degree in a discipline such as Business, Gaming, or a closely related field, or a combination of relevant education, training and/or experience.

**Experience:** Minimum of five (5) years of experience in a Slot department, including supervision and/or training slot personnel.

**Knowledge:** Knowledge of SIGA's Mission, Vision and Guiding Principles.  
Knowledge of First Nations culture, values, beliefs, traditions and protocols.  
Knowledge of hospitality/customer service industry.  
Knowledge of slot machine functions and diagnostics.

**Skills and Abilities:** Able to support teamwork by recognizing and supporting the efforts of individuals.  
Able to organize, present and communicate information clearly in a timely manner.  
Take personal responsibility for providing excellent customer service.  
Highly effective critical thinking skills to set and adjust strategic goals and priorities.  
Able to address gaps in performance by identifying areas needed for learning and development.  
Able to provide leadership and foster a cooperative work environment.  
Able to lead and manage resources to avoid obstacles and enhance efficiency.  
Highly effective ability to analyze and interpret slot data.

**Personal Suitability:** Positive attitude                      Innovative                      Honest  
Reliable    Observant

**Conditions of Employment:** Must consent to a background check in order to qualify for a Gaming License.  
Must obtain and maintain a gaming employee certification of registration from the Saskatchewan Liquor and Gaming Authority (SLGA) .  
Must be 19 years of age or older.

**Other Information:** Willing to work shift work including evenings and weekends will be required.  
Ability to work in an environment that is exposed to tobacco smoke and high noise levels.  
Ability to lift up to 10 kg.  
Willing to travel for operational need and possession of a valid Saskatchewan Driver's License.

**Main Duties:** Responsible for monitoring and ensuring proper operation of all slot machines; Supervision and training of slot personnel in the daily activities according to Section 400 of SIGA's internal control policies; Performs necessary daily activities for the Slot department including: stations are filled, coordinating work schedules, performing employee evaluations, and administering disciplinary actions as necessary; Assist in maintaining and securing necessary controls for the slot operation (money handling, dealing with customers, proper security, etc.); Responsible for the accountability of paperwork for slot personnel during their shift; Required to monitor and complete daily payroll reports for the slot department; Responsible for the paperwork for jackpot pay-offs and fills, and all meter readings from machines during their shift; Ability to handle all customer complaints, conflicts and concerns; Perform Manager on Duty shifts as required; Other job related duties as assigned by General Manager.

SIGA offers a competitive compensation and benefits plan. Preference will be given to qualified First Nations persons (Human Rights Exemption # E95-29). Consideration will be given to those submitting an updated resume and cover letter quoting competition:  
**10-PHC-SLOT-02 Slot Manager**

Mail resume to:  
SIGA Central Office  
Human Resources Department  
250-103C Packham Avenue  
Saskatoon, Saskatchewan S7N 4K4



Fax to:  
(306) 477-7504

Email to:  
SIGA\_HR@siga.sk.ca

**We thank all applicants and wish to advise that only those individuals that have been selected for an interview will be contacted.**

