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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

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## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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## JOB DESCRIPTION

**POSTED: OCTOBER 12, 2017**

**DEADLINE: OCTOBER 24, 2017**

**POSITION:** Human Resources Administrator

**DEPARTMENT:** Human Resources

**SUPERVISOR:** Director of Human Resources

**LOCATION:** Resort

**EMPLOYMENT:** Full-Time

**PAY RATE:** Pay Grade 13 (\$14.00 to \$18.23 per hour D.O.E.)

### **DESCRIPTION:**

Provides assistance in identifying, evaluating and resolving human relations and work performance problems with organization to facilitate communication and improve employee human relations skills and work performance by performing the following duties.

### **RESPONSIBILITIES:**

- Provide excellent Guest Service to guest, internal and external through active guest engagement and positive attitude.
- Talks informally with organization personnel and attends meetings of managers, supervisors, and work units.
- Evaluates work related problems and meets with supervisors and managers to determine effective remediation techniques.
- Coordinates Employees Assistance Program.
- Works with LVD Education and Behavioral Health Liaison to track GED participants and ensure policy is being followed.

- Support Human Resources Director by fulfilling duties that are necessary in their absence.
- Gathers and analyze information skillfully; uses reason even when dealing with emotional topics.
- Pursues training and development opportunities.
- Speaks clearly and persuasively in positive or negative situations.
- Responds well to question.
- Writes clearly and informatively.
- Presents numerical data effectively.
- Able to read and interpret written information.
- Exhibits confidence in self and others.
- Show respect and sensitivity for cultural differences.
- Promotes a harassment-free environment.
- Treats people with respect; keeps commitments; inspires the trust of others.
- Works with integrity and ethically; upholds organizational values.
- Follows policies and procedures.
- Completes administrative tasks correctly and on time.
- Responsibilities for administering the drug testing policy.
- Posting jobs, placement for ads with area newspaper for job announcements.
- Responsible for setting up interviews of potential applicants.
- Perform reference checks on potential applicants, which include preparation of questions per position, selecting the interview panel, preparing a synopsis to be approved by Management. Sending out notification letters to all applicants, also acceptance letters.
- Responsible for the processing of new hires through, payroll.
- Responsible for screening and setting up interviews.
- Assist department managers and supervisors with day to day work issues with employees.
- Responsible for the maintenance and safe guarding of all employee personnel files for Tribal/Resort operations and Gaming, to assure that these files are available for yearly audits.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Fifth year college or university program certification; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Ability to read analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports.
- Ability to effectively present information and respond to questions from groups of managers.
- Requires Lac Vieux Desert Gaming License.
- Must pass background checks and other pre-employment screenings.

## **PREFERRED QUALIFICATIONS:**

- Should have knowledge of Database software; Human Resources systems; Internet Software; Order processing systems; Spreadsheet software and word processing software.
- Bachelor's Degree

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

## **OUR MISSION**

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

**Date Approved by the Tribal Council: February 27, 2017**