

Employment Opportunities with Chinook Winds Gaming Center

J O B S

ADMINISTRATIVE ASSISTANT: Provides administrative support services to the General Manager, Accounting and Human Resources. Also assists the Marketing Department in various aspects of marketing, advertising, and public relations. Drafts documents for review, and prepares final for distribution. **REQUIREMENTS:** Type 50 WPM (after deducting errors), good grammar and spelling, excellent writing skills, ability to take dictation, computer experience with proficiency in word processing and spreadsheets, three years of progressive responsibility, and high school diploma or equivalency. Must be able to work as a team member. **SALARY:** \$26,692, or \$12.83 hourly.

RECEPTIONIST: Responsible for answering multi-line phone systems, screening calls, and taking messages. Greets and assists visitors to the administrative offices. Provides clerical duties for other departments. **REQUIREMENTS:** Type 40 WPM (after deducting errors), good grammar and spelling, computer experience, good speaking skills, excellent appearance, personable and friendly, high school diploma or equivalency. Must be able to work as a team member. **SALARY:** \$17,392 or \$8.36 hourly.

HOST/HOESSE: Greets guests at the gaming center and answers questions, coordinates special drawings and redemption table. Performs clerical duties, assembles coupon packages, and provides other assistance as needed for marketing. **REQUIREMENTS:** Must be a people person with good, clear voice and excellent communication skills, professional appearance, personable, and outgoing personality. Must be able to work as a team member. Schedule will include evening and weekend hours. High school diploma or equivalency. **SALARY:** \$8.36 hourly.

KEYPERSON: Provides courteous, quality customer service. Continuously circulates throughout VLT areas, replenishes VLT banks, assists customer with machine malfunctions, completes records and assists with jackpot payoffs. Ensures protection of company assets. Maintains appearance of work area. **REQUIREMENTS:** Skills in customer service, money handling, basic machine functions. Must be able to perform all job functions and work as a team member. High school diploma or equivalency. **SALARY:** \$9.35 hourly.

DRIVER: Transports Chinook Winds employees to and from work. Maintains accurate schedules. Ensures safety of passengers. **REQUIREMENTS:** Commercial Drivers License with a chauffeurs endorsement and a good driving record. Must be friendly, courteous and dependable with a positive attitude. Willing to work at various hours, day or night, and weekends. Must be able to perform all job functions. Three positions are available. **SALARY:** \$6.50 hourly.

CAGE CASHIER: Responsible for accuracy of documentation and cash/chip flow for designated bank, exchanges chips for cash. Makes fills and credits to the Pit. Prepares fills/credits sheets and station inventory slips. Prepares bank deposit. Verifies dealer tokens and soft count drop. Verifies check-in and check-out reconciliation. Performs soft count duties as assigned. **REQUIREMENTS:** High school diploma or equivalency. One year of cashier experience, detail oriented, and good with numbers and money. **SALARY:** \$8.36 hourly.

CAGE SUPERVISOR: Provides professional supervision to cash cage personnel on an assigned shift. Ensures protection of company assets and compliance with all gaming, company and departmental policies. Solves problems and makes sound decisions. Maintains high standard of personal ethnics. Provides excellent guest relations. Contributes to team member relations. **REQUIREMENTS:** Must have supervisory experience. Must be dependable and cooperative, adhere to dress code, and maintain good attendance. Minimum of one year as a cage cashier or similar experience. Must be able to work as a team member. High school diploma or equivalency.

CAROUSEL CASHIER: Provides quality customer service. Provides change and cash in VLT payout vouchers for customers. Monitors, controls and verifies accuracy of all money transaction in assigned booth. Maintains appearance of work area. **REQUIREMENTS:** Must have money handling experience and six months as a cashier. Must be able to perform all job functions and work as a team member. High school diploma and GED. **SALARY:** \$7.24 hourly.

CLOSING DATE: July 31, 1995.

For more information, or to obtain an employment application, call Human Resources, 1-800-863-3314 or (503) 996-5508. Employment applications may also be obtained at any Tribal office.

All positions require a pre-employment drug test. Applicants must be qualified for a Siletz Tribal Gaming License. All employees of Chinook Winds are subject to a six month probationary period.

Tribal employment preference applies.

Chinook Winds is open 24 hours a day, 7 days a week. These positions require working varied shifts and weekends.

Mail applications to:
Chinook Winds
Human Resources Department
2120 NW 44th Street, Suite A
Lincoln City, OR 97367

Jobs-Jobs-Jobs

Employment Confederated Tribes of Siletz

Head Start Teacher, 2 positions
available-one in Salem and
Springfield. \$9.91 per hour.

**Head Start Assistant Teacher/Bus
Driver**, Springfield. \$7.94 per hour.

Community Health Nurse, Salem,
\$28,009 annually.

Closing date 8/4/95. For information and job application contact Personnel at 1-800-922-1399 or (503)444-2532. Tribal Indian preference policy will apply.

Jobs...Jobs...Jobs

There are a number of temporary and permanent positions open within the Tribal operation. Please call Kelli Brugh at 1-800-922-1399 or (503) 444-4240 for information and an application. Tribal Indian Preference will apply.

Chemawa Indian School

Chemawa Indian School (CIS) School Supervisor Gerald J. Gray announced that classes for the 1995-1996 school year will begin Aug. 23, 1995. Students, who are enrolled, will travel Aug. 20-22, 1995 or as soon thereafter by air, bus, or train as arranged.

CIS is an off-reservation boarding (residential) high school providing a wide variety of excellent programs for Indian youth. The school is situated between the majestic Cascade Mountain range and the scenic Pacific coast near Salem about 50 miles south of Portland.

CIS graduated 44 Senior on May 17, 1995 and many of those are eagerly waiting to attend college or vocational training.

"We are busy finalizing plans for the fall semester and we hope returning students as well as new ones are looking forward to the coming school year," stated Gray.

For student enrollment information, students, parents and/or guardians are urged to submit enrollment applications as soon as possible to: ATTN: Registrar, CIS, 3700 Chemawa Rd. NE, Salem, OR 97305 or call Kathy Murry, Registrar, at (503) 399-5721 ext. 247, FAX is (503) 399-5870.

There are several employment opportunities at CIS reported Gray including Academic Department Head (principal), Student Management Coordination (counselor), and Student Service Coordinator. These are excellent opportunities for educational leadership and interested, qualified individuals are urged to apply stated Gray. For this application information an individual may contact the Personnel Office at the above address or call (503)399-5721 ext.221 or 226, FAX is (503)399-5870. An individual may apply by submitting OF 612 and/or complete resume with copies of transcripts and certificate.

HELP WANTED

Experienced finish carpenters needed by Wolverine Supply Inc. at the Housing Authority's apartment construction site on Logsdon Rd. Contact Chris Martin, Job Superintendent, at the Job Site, 444-7138. Indian Preference (Tribal Preference) applies.

