

Posting Date: February 17, 2010

Job Opportunity **Posting # AA-022010** **Administrative Assistant**

We are currently accepting applications for Administrative Assistant at the Baccarat Casino. This position will report to the General Manager.

Duties & Responsibilities:

- Distribute incoming and outgoing mail
- Assist staff with any issues (find information/forms, answer questions or direct to the correct person if unable to assist) and assist with any job duties as needed on a daily basis
- Create and distribute monthly newsletter for staff "Top of the Deck"
- Order supplies for and maintain coffee machine in staff lounge
- Order/Distribute/Inventory office supplies, forms & printer ink/toner for all departments
- Order print orders as needed (PO books, staff meal slips, CAF forms, NOC forms, vacation request forms, business cards, credit fill slips (slots), date/time fill slips (gaming), etc.)
- File internal forms and documents for payroll & human resources (and other departments as needed)
- Maintain and update phone system in casino; arrange for service as necessary
- Create and update phone lists & cards for management and staff
- Enter patron counts on a daily basis and supply report every month for the previous months figures
- Enter Master Revenue numbers on a daily basis for the gaming department
- Assist the accounting department on a daily basis; data entry, etc.
- Type minutes for weekly joint management meetings and distribute them on a timely basis (within 48 hours)

Qualifications

Experience:

- Previous administrative experience and asset
- General knowledge of Microsoft Word, Microsoft Excel and Internet Explorer

Education:

- High school diploma or equivalent

Working Conditions:

- Work regular office hours in a comfortable office setting
- 40 hours per week

Experience is a definite asset, training will be provided as required.

Please Submit Your Cover Letter and Resume, Quoting Posting #: AA-022010

Baccarat Casino

Please submit to the HR box in Administration

Fax: (780) 413-3177

Email: cmacbride@baccaratcasino.net

Deadline for applications on or before March 5, 2010

To Obtain a Complete Job Description contact Human Resources