

Employee Requisition Form

Position to Be Filled: **Slot Supervisor**

Purpose: *Oversee all activities and job responsibilities of the Slot Clerks to ensure excellent customer service while protecting Tribal and Palace assets*

Required Qualifications / Essential Duties:

- Provide a staff of customer oriented Associates with competencies necessary to ensure excellent customer service and satisfaction. Interviewing, recommend hiring, training, evaluating, coaching, and disciplining as needed per policy. Monitor Associates performance throughout each shift.
- Ensure effective coverage during each shift by setting work schedules and assignments, arranging for backup personnel, and addressing attendance issues.
- Excellent interpersonal skills
- Excellent communication skills including active listening
- Bilingual preferred (Spanish / Philippine).
- Basic math, reading, writing skills
- Knowledge of gaming rules and regulations.
- Ability to use basic hand tools.
- Basic computer skills, including Microsoft Word and Excel.
- Understanding budget procedures
- Must be able to pass a pre-employment medical examination
- Must have minimum One year Casino Environment experience.

Reports To: Slot Operations Shift Manger, Slot Operations Manger, Slot Director

Starting Rate of Pay: D.O.E

Approximate Hours: 40

Date Needed: ASAP

Filling Deadline: Open Until Filled

Human Resources Representative
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Date Posted