

**** EXTERNAL POSITION OPENING ****

HR TRAINER/ HR EMPLOYEE RELATIONS SPECIALIST



Rate of Pay: Depending on experience
Location: Seven Clans Casino Warroad MN
Opens; 07/28/2021
Closes: 08/18/2021

POSITION OBJECTIVES:

Under the general supervision of the Human Resource Manager is responsible to assist with the overall Human Resources functions of Seven Clans Casino -Warroad.

DUTIES AND RESPONSIBILITIES:

- ❖ Conducts employee orientation programs and other in-house training as assigned.
- ❖ Assists in identifying training needs and formulating training plans, goals and objectives.
- ❖ Assists in setting up and coordinating conferences along with communicating and promoting programs to staff.
- ❖ Responsible to assist with the recruitment, selection and processing of applicants and employees of organization.
- ❖ Assists with the coordination of the hiring procedure to ensure applicants are treated fairly, policies and procedures followed, and staffing needs met in a timely manner.
- ❖ Assists in setting up and coordinating conferences along with communicating and promoting programs to staff.
- ❖ Assists in selecting and utilizes appropriate training methods to include: individuals, group, lectures, demonstrations, simulations, role playing, etc.
- ❖ Monitors department progress and success ongoing, offers suggestions for improvement.
- ❖ Follows up on attendees to reinforce training materials and evaluate training courses.
- ❖ Monitors and logs required attendance of training sessions.
- ❖ Responsible to ensure rules, regulations and policies are followed consistently throughout the organization.
- ❖ Interprets and explains the Associate Policy Manual.
- ❖ Acts as liaison to assist the supervisor and employee relations with conflict resolution.

- ❖ Assists with the investigation of employee and management complaints and follows through with any disciplinary actions.
- ❖ Researches information prepares reports and analyzes information in regards to associates.
- ❖ Examines employee files to answer inquiries and provide information to authorized persons.
- ❖ Maintains confidential personnel files with up-to-date information.
- ❖ Maintains good rapport with applicants, employees and management.
- ❖ Assures integrity and confidentiality throughout all phases of the Human Resources department.
- ❖ Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- ❖ Ensures procedures are followed in accordance to applicable laws, rules and regulations; makes recommendations for changes in procedures, rules and regulations.

REQUIRED QUALIFICATIONS:

It is required the Employee Relations Specialist/Trainer have High School Diploma/GED and a two-year vocational degree or with related experience preferred.
Must have a strong work ethic.

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