EXTERNAL POSITION OPENING
Human Resources Manager

RATE OF PAY: Depending upon experience
LOCATION: Warroad, MN
OPENS: October 7, 2026
CLOSES: Until Filled

POSITION OBJECTIVES:

Under the direct supervision of the HR Director, the HR Manager is responsible for a wide variety of complex and responsible duties related to the day-to-day supervision of assigned human resources functions, including recruitment, selection, employment compensation, affirmative action and employee/employer relations of employees; assigns, directs and monitors the work of others.

Duties And Responsibilities:

- Provides support and leadership direction to individuals directly reporting to this position in accordance with the organizational structure.
- Responsible for the training of and providing effective coaching and counseling to all assigned staff.
- Ensures newly assigned staff members are scheduled for and complete departmental orientation.
- Provides job specific training to all newly hired associates so they may perform their duties in accordance with acceptable job standards.
- Provides recognition to all associates as appropriate for demonstrating excellence in job performance.
- Visits work spaces, break areas and other work shifts in order to be available and/or visible to staff members with the express purpose of showing interest, concern, or appreciation.
- Encourages mutual respect, dignity and integrity with all associates by modeling Company Core Values and setting a positive example at all times.
- Cooperates and communicates with fellow associates in all departments and always exhibits mutual respect and consistently projects a positive, helpful image/attitude.
- Effectively relates ideas for improvements, as well as soliciting associate input, both inside and outside the department.
- Ensures uniform administration of all policies/procedures, that work area is hazard free and departmental associates are trained in safety practices.
- Ensures departmental staff are aware of standards and expectations through publicity around their enforcement.
- Effectively communicates consequences for not maintaining expected standards.
- Ensures all associates within areas of responsibility receive fair and equitable treatment with regard to their respective terms and conditions of employment.
- Establishes credibility as a leader by displaying his or her own expertise and professionalism.

REQUIRED QUALIFICATIONS:

Requires knowledge, skills, and experience in the hiring, training, scheduling, and supervision of staff, communications, decision-making, problem solving, complaint resolution, resource allocation, and customer service.

SEND COMPLETE RESUME TO:

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Website; www.sevenclanscasino.com