

****EXTERNAL POSITION OPENING****
HUMAN RESOURCE TRAINER/SPECIALIST



RATE OF PAY: Depending on qualifications
LOCATION: Seven Clans Casinos – Red Lake, MN

OPEN: July 1, 2021
CLOSES: July 15, 2021

POSITION OBJECTIVES:

Under the general supervision of the Human Resource Manager is Full time position and is responsible to conduct training sessions of Seven Clans Casino RL.

DUTIES AND RESPONSIBILITIES:

- Designs courses, prepares outlines and syllabus to meet training needs of operations.
- Gains participation within offered courses.
- Conducts employee orientation programs and other in-house training as assigned.
- Assists in setting up and coordinating conferences along with communicating and promoting programs to staff.
- Assists in identifying training needs and formulating training plans, goals and objectives.
- Assists with incorporating training policies and procedures.
- 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.
- Assists in the selection of training materials and designing training courses.
- Assists in maintaining the Training Library including inventory, issuance, tracking and return.

REQUIRED QUALIFICATIONS:

It is required the Trainer have at least a two year vocational degree or high School Diploma or GED with related experience preferred

SEND COMPLETE RESUME TO:

amber.bohn@7clans.com Human Resources Office,
10200 Hwy 89 Red Lake, MN 56671 1-888-679-2501
Website: www.sevenclanscasino.com