

****EXTERNAL POSITION OPENING****

VAULT SUPERVISOR



RATE OF PAY: Depending upon experience
LOCATION: Seven Clans Casinos –Warroad, MN
OPENS: October 30, 2023
CLOSES: November 13, 2023

POSITION OBJECTIVES:

Under the general supervision of the Cage/Vault Manager, the Vault Supervisor is responsible to oversee assigned Cage/Vaults shift for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- Responsible to ensure entire shift is run smoothly and all procedures are adhered to and maintained in the cage/vault areas.
- Oversees personnel with balancing of bank, ensures shortages/ overages are recorded accurately and any deviations reported.
- Reviews paperwork following transactions to find any errors.
- Prepares work schedules for assigned shift of personnel.
- Exchanges American and Canadian currency, coin, coupons and/or chips with customers and associates.
- Verifies accuracy of all transactions.
- Enters information in audit machine; operates machinery to redeem coin.
- Records all internal transfers and completes paperwork as necessary.
- Balances bankroll at shift end; prepares all necessary paperwork.
- Responsible to ensure timely service is provided to all guests. Acknowledges and responds to guests immediately.
- Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- Participates in the review of associates and completes necessary paperwork as required by established policies and procedures. Maintains training program for departmental new hires.

REQUIRED QUALIFICATIONS:

It is required the Vault Supervisor have at least a two-year technical degree, or GED with related experience preferred.

SEND COMPLETE APPLICATION/TRANSFER REQUEST/RESUME TO:

Victoria.mostrom@7clans.com Human Resources Office,

Website: www.sevenclanscasino.com