

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION: HR Specialist
DEPARTMENT: Human Resources
STATUS: Full-time
SHIFT: Days
RATE: \$15.00 p/hr

NUMBER OF POSITIONS: 1
REPORTS TO: HR Director
SUPERVISES: N/A

JOB SUMMARY: Assist in organizing the HR department to comply with SOP's, company handbook and federal requirements. Assist in administration of recruitment, processing license and certification, activating and disabling gaming badge and door access, drug & alcohol testing/physical assessments.

ESSENTIAL JOB FUNCTIONS:

- Processes and maintains active employment applications. Performs preliminary background check for criminal charges on AZ court records.
- Assists new hires with completion of state gaming packet, schedules notary and TGO appointments.
- Maintains confidential personnel files in line with casino policies.
- Adheres to Tribal, State and Federal employment regulations.
- Organizes the interview process in Microsoft Outlook calendar when a position opens or closes.
- Responds to personnel inquiries with accuracy and tact.
- Assists in recruiting activities; may fill in to conduct pre-screening interviews. Must be available for Job Fairs when scheduled.
- Conducts drug/alcohol testing, physical assessments for pre-employment, random and transfers. **Confidentiality** is a must.
- Prior experience desired but not required with BP checks. Willingness to learn physical assessment procedures when needed.
- Performs clerical functions, emails correspondence to Managers as needed, posts job announcements in designated areas. Answers incoming telephone calls and makes follow-up calls to applicants.
- Functions in a public relations capacity. Ability to interpret casino policies when answering questions from team members.
- Tracks information in Excel on potential new hires, applicants, terminations and transfers. Must be able to keep HR functions up-to-date and to stay on task with little supervision and self-motivated.
- Answers inquiries about the casino employment opportunities. Maintains updates of job openings on social media.
- Assist HR Director with drug test training for security department and **must** be able to conduct new hire orientation as needed.
- Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS:

- Two to five years experience in related field. High School or GED recommended. Experience will be considered in lieu of formal education.
- Excellent written and oral communication skills.
- Demonstrated leadership ability. Ability to remain calm in tense situations.
- Prior work experience with MS Excel, Outlook, Power Point and Word.
- Reliable attendance is essential. Must be able to adapt in a fast-paced environment, multi-tasking and flexibility as needed.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Physically mobile with reasonable accommodations to sit for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Read, write, speak and understand English, bilingual is a plus.
- **Must be able to lift up 50 pounds and carry up to 15 pounds.**
- Must have manual dexterity and coordination to operate office equipment.

Mazatzal Hotel & Casino reserves the right to make changes to the above job description whenever necessary.