



Nez Perce Tribal Enterprises
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In accordance with NPTEC Administrative Actions January 24, 2017 all current NPTE employees, current employees from other entities (NPT, Nimiipuu Health, NPT Housing, & Law & Justice), and enrolled Nez Perce Tribal members will be considered for all "In House" employment. TRIBAL PREFERENCE WILL APPLY.

JOB OPENINGS
August 08, 2022

ALL ARE ENCOURAGED TO APPLY ONLINE @ crcasino.com

IN-HOUSE POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

None At this Time

NEZ PERCE EXPRESS (LEWISTON, ID)

Store Manager (non-gaming) NPX-22-046 (Full-Time) - The Store Manager shall oversee the management and operations of all Tribal owned stores (Nez Perce Express & Qemes Express). The Store Manager is responsible for achievement of established gross and net profit margins and the overall financial performance of the stores. The Store Manager will provide regular status reports to the NPTE Business Operations Director, NPTE Executive Officer and NPT Enterprise Board. Prepare annual sales, cost of sales, and operating budgets; review monthly, quarterly, and annual financial statements and facilitate appropriate actions to meet financial and operating goals; ensure that effective gross margins on sales are maintained; conduct financial and operations analysis when necessary. Requires an Associate's degree in Business, Accounting or closely related field. Bachelor's degree preferred. Requires five years supervisory/managerial experience in a retail environment where the fuel, tobacco, alcohol, and general merchandise is sold. Experience in multiple location retail environment. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must have a positive work history. **Closes: 08/12/22.**

OPEN POSITIONS:

Janitor << (CRC-22-032/Non-gaming/Full Time): To be responsible for cleaning and orderly upkeep of the Clearwater River Casino & Lodge, including the administrative offices at each site. Formal or informal education, which ensures the ability to read, write, and understand oral/written instruction. Cleaning or janitorial experience preferred. Pay ranges from \$12.79 - \$13.18 **Closes: Open Until Filled.**

Accountant [gaming] [CRC-22-034] (Full-Time) – Requires Bachelors Degree in Accounting or Business Degree; (CPA preferred). Requires three years experience in general ledger accounting, with concentration on balance sheet account reconciliation, fixed assets, income statement analysis. Requires one year of supervisory experience. Must be computer-literate, with proficiency in using a personal computer to develop, proficiency in Excel, Word. Accounting records management, Gaming and Retail Accounting experience preferred. Must be able to obtain a Nez Perce Tribal Gaming License. Requires valid driver's license with insurable record. A resume and college transcripts are required with the application packet.

Closes: Open Until Filled.

Machine Tech (CRC-22-025/Gaming/Full-Time-Re-Advertisement) ~ this position is to perform maintenance and repair functions on video gaming machines. Responsibilities include tools, equipment, and guest service. Requires high school diploma, GED, or specialized vocational training. Must be able to obtain a Nez Perce Tribal Gaming License. Gaming machine experience preferred. Electronic and mechanical experience preferred. Must have excellent communication skills, both oral and written. Must have a positive work history. Pay ranges from \$12.73 - \$16.62. **Closes: Open Until Filled.**

GUEST SERVICE REPRESENTATIVE << (CRC-22-030/Gaming/Full-time-Re-Advertisement): The purpose of the position is to provide prompt, courteous, efficient service to hotel guests. The incumbent of the position will be the first point of contact for hotel guests. Essential functions for success; required to have a high school diploma or equivalent. Requires a valid driver's license with the ability to be insured under the Tribe's policy; Must be able to obtain a Nez Perce Tribal Gaming License; Must be able to obtain CPR/First Aide, Food Handlers, Title 31/SAR, and TIPS training. Requires a minimum of six (6) months experience in a customer focused environment; Requires a minimum of three (3) months cash handling experience. Pay ranges from \$12.74 - \$17.64 **Closes: Open Until Filled.**

GIFT SHOP CLERK << (CRC-22-044/Gaming/FT - PT): This position requires a high school diploma or GED. Training and/or three (3) month work experienced is preferred. Cash handling experience preferred. Other pre-requisites apply as outlined in class description. Pay ranges from \$12.78. - \$13.96 **Closes: Open Until Filled.**

MAINTENANCE TECHNICIAN II ~ [CRC-22-039] (Full-time) To provide assistance in all aspects of building and grounds maintenance for the Nez Perce Tribal Enterprises. Requires Certificate degree preferably in Heating and Air Conditioning or satisfactory completion of one (1) year of college education in related field OR three (3) years of related. Requires a valid driver's license with the ability to be insured under the Tribe's policy; CDL preferred (*must provide a copy of driver's license and motor vehicle report (MVR)*). Requires (1) year related experience. Requires operating basic equipment used for moving heavy items such as hand trucks and pallet jacks. must have a positive work history. Pay ranges from \$14.27 - \$23.58 **Closes: Open Until Filled.**

MAINTENANCE TECHNICIAN I << (CRC-21-053/Non-gaming/Full-time): The purpose of the class is to provide assistance in all aspects of building and grounds maintenance. Requires high school diploma or equivalent, and special courses or self-education equivalent to satisfactory completion of one year of college education, or specialized advance training in carpentry, plumbing, electrical, Requires a valid driver's license with the ability to be insured under the Tribe's policy, must provide MVR Requires six (6) months related experience. Must be able to operate hand tools and scissor lift. Must have a positive work history. Pay ranges from \$12.71 - \$21.01. **Closes: Open Until Filled.**

SPECIAL PROJECTS WORKER << (CRC-21-023/Non-gaming/On-call): The purpose of the job is to provide assistance to the designated department in regular or special projects that need to be completed. Special Project Worker will work hours based on needs of NPT Enterprises and its departments. Requires high school diploma or equivalent. Six (6) months of customer service experience preferred. Pay ranges from \$12.73 - \$16.62 Closes: **Open Until Filled.**

SECURITY OFFICER << (CRC-21-003/Gaming/Full-time): **RE-ADVERTISEMENT** This position requires a high school diploma, GED, or enforcement preferred with superior work ethics and report writing skills, other pre-requisites apply as outlined in class description. Requires a valid driver's license, including motor vehicle report (MVR). Pay ranges from \$12.74 - \$17.64 Closes: **Open Until Filled.**

HOUSEKEEPING LEAD << (HTL-19-019/Non-gaming/Full-time): **RE-ADVERTISEMENT** The purpose of the position is to assist the Executive Housekeeper with supervision of hotel housekeepers on an assigned shift. Requires high school diploma, GED. Requires a valid drive's license with the ability to be insured under the Tribes policy. Requires training and/or three (3) years' work experience in housekeeping, janitorial and environment services. Requires one (1) year of supervisory experience; experience and knowledge of cleaning procedures, practices and handling of chemicals preferred. Pay ranges from \$12.74 - \$16.62 DOE Closes: **Open Until Filled.**

[ITSE' YE YE CASINO \(KAMIAH, ID\):](#)

ASSISTANT CASINO SHIFT MANAGER << (IYY-22-045)/Gaming/Full-time): This position is responsible for ensuring maximum guest service and satisfaction through the organization and supervision of assigned areas according to established department internal control policies and procedures. Preferred, two-year degree, (AA/AAS) in business administration or closely related field. Casino supervisory experience in a similar role may be considered in lieu of educational requirement. Must be able to obtain a Nez Perce Tribal Gaming License. Requires a valid driver's license with ability to be insured under the Tribe's policy; Must be able to obtain TIPS certification, Title 31/SAR, CPR/First Aid. Requires 2 years management / supervisory experience. Gaming experience and cash handling experience preferred. Must have basic computer skills and knowledge of current business-related software ie; Microsoft Suite. Pay ranges from \$18.03 - \$29.79 DOE Closes: **08/19/22.**

SECURITY OFFICER << (IYY-21-042/Gaming/Full-time): **RE-ADVERTISEMENT** This position requires a high school diploma, GED, or enforcement preferred with superior work ethics and report writing skills, other pre-requisites apply as outlined in class description. Requires a valid driver's license, including motor vehicle report (MVR). Pay ranges from \$12.74 - \$17.64 Closes: **Open Until Filled.**

DROP CREW WORKER << (IYY-22-016/Gaming/Part-time): The purpose of the job is extract money from gaming machines and audit revenues. The job is responsible for equipment, revenues, and shift assignments. Requires high school diploma or equivalent, or specialized vocational training. One month demonstrated work experience preferred. Must be able to obtain a Nez Perce Tribal Gaming Key License. Pay ranges from \$14.76 - \$16.62 Closes: **Open Until Filled.**

CASINO SHIFT MANAGER (IYY-22-031/Gaming/Full-time): This position is responsible for the overall operation of the casino operations during their shift. An Associate's Degree is required, vocational technical degree, or specialized training equivalent to satisfactory completion of two years of college with emphasis in Business Management or a closely related field. Requires two (2) years management/supervisory experience. Supervisory in a Gaming establishment is highly preferred. Gaming experience and cash handling experience preferred. Must be able to obtain a Nez Perce Tribal Gaming License. Requires a valid driver's license including Motor Vehicle Report (MVR). Must possess strong customer service skills. Must possess basic computer skills with knowledge of Microsoft suite. Must have a positive work history.

Closes: 08/05/22.

[NEZ PERCE EXPRESS \(LEWISTON, ID\)](#)

STORE CLERK << (NPX-22-021/Non-gaming/Part-time): The incumbent of this position will assist in maintaining store operations to assure guest satisfaction and profitability as well as a positive work atmosphere. Requires high school diploma or GED. Three (3) months cash register and stocking experience. Other pre-requisites apply as outlined in class description. Pay ranges from **\$12.76 - \$14.79**

Closes: Open Until Filled.

[QE'MES EXPRESS \(WINCHESTER, ID\)](#)

MAINTENANCE ~ (QEX-22-023 - Non-gaming/Part-time): To be responsible for general cleaning and repairing equipment. The class works according to some procedures but decides how and when to do things under general supervision. Requires high school diploma or GED. Requires a valid driver's license with the ability to be insured under the Tribe's policy (**must provide copy of driver's license and a motor vehicle report of driving record (MVR)**). Requires three (3) months experience in custodial or general maintenance field. **Closes: Open until filled**

[Red Wolf Golf Club \(Clarkston, WA\)](#)

NONE AT THIS TIME

[Zim's Hot Spring \(NEW MEADOWS, ID\)](#)

NONE AT THIS TIME

EMPLOYEE BENEFIT PACKAGE:

- Medical/Dental/Vision
- Employer-paid Life Insurance + option to add
- 401(K) competitive match
- Employee Discounts
- Annual & Sick Leave + Paid Holidays
- Employee Assistance Program
- Furnished Uniforms
- Short-Term Disability & Accident Insurance option

APPLICATION REQUIREMENTS:

- Positive Work History.
- Transcripts or diploma must be submitted if position requires.
- Positions required to drive must submit a three (3) year Motor Vehicle Report (MVR) issued within 90 days preceding submittal of application.
- Pre-employment drug screening.
- **All Gaming positions require a Nez Perce Tribal Gaming license;** and are subject to the application procedures established by the Gaming Commission.
- Complete employment application
- Three (3) letters of references (Gaming positions only).
- Complete class description available upon request.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED