



Vacancy Announcement

- Title:** Human Resources Assistant
- Reports To:** Director of Human Resources
- Location:** Yreka, CA
- Salary:** **\$20.00 - \$25.00 per hour depending on experience**
- Classification:** Full-time, Non-Exempt, Non-Entry Level
- Summary:** The Human Resources Assistant is responsible for providing administrative support to the Human Resources department, handling tasks like employee record maintenance, onboarding new hires, resume screening and forwarding, system and record maintenance and retention, assisting with recruitment, enforcing company policies, and addressing basic employee concerns.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 777-RAIN, Address: 777 Casino Way, Yreka, CA 96097, Email: human-resources@rainrockcasino.com.



Position Description

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Summary:

The Human Resources Assistant is responsible for providing administrative support to the Human Resources department, handling tasks like employee record maintenance, onboarding new hires, resume screening and forwarding, system and record maintenance and retention, assisting with recruitment, enforcing company policies, and addressing basic employee concerns. This position requires an applicant with excellent: written and verbal communication skills, clerical skills, advanced computer knowledge in the operation of Word, Excel, Databases, and Power Point. This position requires the ability and/or experience to work on and complete multiple projects in an efficient and timely manner.

Essential Duties and Responsibilities including the following:

1. Maintains a professional, courteous, and friendly demeanor with all team members, applicants, and guests.
2. Handles team member questions/requests and escalates issues as appropriate to ensure prompt resolution.
3. Performs administrative duties, including maintaining employee records & filing, data entry and research, preparing reports, ordering office supplies, managing team member badges, gaming licensing and renewals, etc.
4. Assists in coordinating and facilitating applicant screenings, scheduling interviews and New Hire Orientation.

5. Assists in maintaining property communication, to include, back-of-house hallways, maintaining updated required federal, state, and local posters, job postings and required notices.
6. Assists with design and execution of HR Programs and events.
7. Take detailed notes and minutes at meetings and distribute in a timely manner.
8. Maintains strict confidentiality in all company matters.
9. Managers and confirms reservations of meeting space and necessary audio-visual equipment.
10. Maintains inventory of company issued uniforms, department supplies, and places order when supplies need to be replenished.
11. Assists with processing departmental invoices and coding for approval.
12. Available to work a flexible schedule when necessary.
13. Performs other tasks as assigned.

WORKING CONDITIONS & ENVIRONMENT

1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to work all shifts, weekends, and holidays.
4. Must be able to lift and/or move up to 60 pounds.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skills or abilities required.

1. Must be at least 21 years of age
2. High School diploma or GED (required).
3. Apply common sense understanding to carry out simple one or two step instructions.
4. Must possess reasonable ability to communicate in English.
5. Highly self-motivated and directed.
6. Good verbal and written communications skills.
7. Keen attention to detail.
8. Pleasant telephone voice and manner required.
9. Proven analytical, evaluative, and problem-solving abilities.
10. Ability to effectively prioritize and execute tasks in a high-pressure environment.
11. Extensive experience working in a team-oriented, collaborative environment.
12. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
13. Willing to travel and participate in training as recommended or required.
14. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
15. Must have employment eligibility in the U.S.
16. Must adhere to confidentiality policy.
17. Must successfully pass a drug screening test and criminal background check.

