

JOB ANNOUNCEMENT

TITLE: Training and Performance Specialist

DEPARTMENT: Human Resources

SUPERVISOR: Training Manager

SHIFT: Days but will include varied shifts

WAGE: \$27, 600 Salaried (Grade 1; Exempt)

Gaming Status: Gaming License Required

CLOSING DATE: 4:00 PM--TUESDAY, JUNE 10, 2008

JOB SUMMARY:

The Training and Performance Specialist will assist the Training Manager in planning, developing, coordinating and conducting employee training and staff development activities for the employees of Fortune Bay Resort Casino and will provide an array of administrative support for the Human Resources Department. The Training and Performance Specialist will work with department managers and supervisors in enhancing their training methods and leadership roles and help workers maintain and improve job skills.

QUALIFICATIONS:

The Training and Performance Specialist must have a Bachelor's Degree in Management, Human Resources Management or other area related to training and employee development, or must have a minimum of an Associate's Degree and at least five (5) years of professional experience in training and organizational development, including the formulation and implementation of training programs, practices, and policies for an organization of size and similar size and type. The position requires driving of company owned vehicles, therefore, the Training and Performance Specialist must have a valid driver's license and a clean driving record. In addition, the Training and Performance Specialist must possess and demonstrate the following knowledge, skills and competencies:

- Knowledge of business and management principles, especially human resources management, employment law and compliance
- Effective written and oral communication skills with an ability to present information to a diverse audience
- Professionalism with a strong customer service attitude
- Strong computer skills with experience in Microsoft Word, Power Point, Access, and other graphic software programs
- Ability to organize, prioritize, manage multiple projects and meet deadlines
- Possess strong reasoning and analytical skills
- Must be eligible for a gaming license**

TO APPLY:

A resume and a cover letter highlighting work experience must be submitted by the closing date to:

Tracey Dagen, Employment Coordinator

Fortune Bay Resort Casino

1430 Bois Forte Road

Tower, MN 55790

Complete position descriptions can be obtained upon request to tdagen@fortunebay.com or by calling Tracey at 218-753-7713. All applicants are required to pass a computer proficiency test.

Indian Preference will apply when candidates are of equal qualifications