

Inn of the Mountain Gods Resort and Casino
Position Announcement

Human Resources Director

This position is responsible for the direction and administration of the human resource function for IMGR&C, Casino Apache and Ski Apache. In summary, the Human Resources (HR) Director oversees the implementation of Team Member development, training, employment, and internal communication; consults with management and develops programs contributing to effective organizational development and planning in areas such as team building, communication, and problem resolution, and manages Team Member Relations, Benefits, Training and Development, and Team Member Child Care. This position answers directly to the Chief Operating Officer (COO).

Duties and Responsibilities include but are not limited to:

- Analyzing wage and salary data to determine competitive compensation plan and prepares personnel forecast to project employment needs;
- Advising departments of and trains all staff as to personnel policies and procedures and applicable laws;
- Ensuring that policies comply with applicable laws;
- Overseeing employee records maintenance;
- Writing and delivering presentations to management regarding personnel policies and practices;
- Handling unemployment insurance claims, appeals and hearings;
- Working closely with the COO and management on disputes, resolutions and conflicts and assists employees in conflict resolution;
- Directly supervising employees in the HR Department; and
- Other duties as may be assigned.

Minimum Qualifications:

- Bachelor's degree from an accredited university or college;
- Minimum of 8 years in gaming in an HR capacity and at least 2 years in an HR management role;
- Knowledge as to applicable employment and health care laws and risk management;
- Demonstrated ability to remain calm and professional when resolving conflicts;
- Broad knowledge of all facets of the gaming and hospitality industries preferred;
- Must be able to obtain and maintain a gaming license;
- Excellent working knowledge of Microsoft Word, Excel, Outlook, Power Point and HR software widely utilized in the gaming and hospitality industry.
- Excellent verbal and written communication skills.

Position is open until filled. Native American preference applies. Full job description available upon request. Please submit questions and resumes to ffrizzelljr@innofthemountaingods.com.