



WE'RE HIRING

Casino Back Office Assistant

This dual-role position is responsible for assisting with the secure count and reconciliation of table game and slot revenues, while also handling administrative and personnel support. The ideal candidate is detail-oriented, discreet, and highly organized, with experience in both cash-handling and basic HR support tasks.

About the position

- Assist in the count and verification of table game drop boxes and slot machine drop funds.
- Maintain the integrity and confidentiality of all financial data during counting.
- Ensure adherence to all internal controls, security protocols, and gaming regulations.
- Handle currency and tickets/vouchers using counting equipment and proper handling procedures.
- Prepare and maintain monthly employee schedules.
- Track employee attendance, sick days, tardiness, and vacation requests.
- Review timecards and coordinate with the Manager and/or Surveillance team to obtain necessary corrections or approvals, in preparation for payroll documentation and control.
- Distribute and maintain records of staff uniforms and name tags.
- Support onboarding and training logistics for new hires, including forms and orientation scheduling.
- Maintain confidential personnel documentation in alignment with company policy.
- Act as a communication link between staff and management regarding shift changes, policy updates, or HR concerns.



DIAMOND
BEACH CASINO



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Qualifications & Requirements

- High school diploma or equivalent required; additional coursework in office administration is a plus.
- One to two years of experience in a vault, cage, or casino count environment is a plus.
- Prior administrative or HR assistant experience preferred.
- Strong attention to detail, confidentiality, and accuracy.
- Proficient with Microsoft Office; experience with timekeeping systems is a plus.

Physical Requirements

- Ability to stand and lift up to 30 lbs., including currency boxes, coin bags, and similar items.
- Manual dexterity for handling currency and operating counting machines.
- Flexibility to work weekends, holidays, or peak periods as needed.