13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Receptionist
Department: Administration
Reports to: Administrative Assistant
Starting Rate: $11.36 - $13.63
Position Type: Non-Key
Opening Date: 8/11/2025
Closing Date: Until Filled

Basic purpose or function: The Receptionist is responsible for ensuring that all phone calls are directed to their appropriate destination and making sure that all messages and call-ins are reported accordingly.

Job Duties:

- Provide phone coverage: answer calls, handling and/or routing calls appropriately, screening calls, and taking messages
- Greet visitors to the building and contact the appropriate personnel
- Report all call-ins to designated departments
- Must adhere to confidentiality
- Must be organized, dependable, and confident
- Perform other related duties as assigned

Job Qualifications:

- High School Diploma/GED/HSED
- Must be 18 years or older
- Maintain a professional demeanor and appearance
- Excellent communications skills, both verbal and written
- Flexible schedule when needed

Special Responsibilities and Restrictions:

- Safeguarding assets with department, including keys and properties.
- Safeguarding proprietary information within the department

Native American preference applies to all candidates for this position.

Apply online at:

www.sevenwindscasino.com
Our Team

If you are unable to apply online, submit information to:

Sevenwinds Casino, Lodge & Conference Center
Human Resource Department

13767W County Road B
Hayward, WI 54843

Tina Coss, Human Resource Manager
715-634-5643 Ext. 6107