

## **City Centre Bingo is recruiting a Bingo Hall Manager**

Expert bingo managers need strong leadership abilities, exceptional organizational skills, and great communication techniques to successfully oversee bingo hall operations, create engaging gaming experiences, and strategically drive career advancement opportunities. Successful managers possess meticulous attention to detail and thrive in fast-paced, customer-focused environments.

### **Hard skills:**

1. Organizational Management - Ability to plan, prioritize, and coordinate daily operations of bingo hall
2. Customer Service - Ability to provide excellent customer service to bingo players
3. Accounting - Knowledge of financial and accounting principles and practices
4. Marketing - Knowledge of marketing strategies and ability to promote bingo hall
5. Regulatory Compliance - Understanding of relevant laws, regulations, and bingo hall policies
6. Data Analysis - Ability to analyze and interpret bingo data
7. Leadership - Ability to motivate, lead, and direct bingo staff
8. Problem Solving - Skill in identifying and resolving issues in a timely manner
9. Conflict management

### **Soft skills:**

1. Interpersonal Communication - The ability to effectively communicate with staff and customers
2. Leadership - The capacity to motivate and inspire others
3. Time Management - The capability to prioritize tasks and manage time efficiently
4. Problem Solving - The aptitude to identify and resolve issues in a timely manner

5. Organizational Skills - The proficiency to manage resources and coordinate activities
6. Adaptability - The readiness to adjust to changing circumstances
7. Customer Service - The capacity to provide excellent customer service
8. Teamwork - The talent to collaborate and work as part of a team

A Bingo Manager oversees all aspects of a bingo operation, ensuring compliance with gaming regulations. Responsibilities include managing staff, coordinating games, handling finances, and enhancing customer satisfaction. This position is responsible to the City Centre Bingo Charity Board of Directors.

#### Responsibilities:

- Manage and oversee the daily operations of the bingo hall
- Ensure compliance with all Sask. Liquor and Gaming regulations governing bingo games
- Recruit, train, and supervise bingo staff
- Maintain accurate records of revenue, expenses, and inventory
- Develop and implement marketing strategies to increase participation and revenue
- Resolve customer complaints and address any issues that arise during bingo games •
- Coordinate with vendors and suppliers to ensure timely delivery of goods and services
- Prepare and submit reports to the Board of Directors on a monthly basis to track performance and identify areas for improvement

#### Requirements:

- Strong organizational and leadership skills
- Knowledge of Sask. Liquor and Gaming regulations and compliance requirements
- Ability to develop and execute marketing strategies to attract players

- Proficiency in managing finances and budgets • Excellent communication and customer service skills
- Flexibility to work evenings and weekends
- Familiarity with bingo equipment and technology

**Please forward all resumes to [s.isbister@sasktel.net](mailto:s.isbister@sasktel.net) by October 18, 2025**