



**DIAMOND  
BEACH CASINO**

ARE YOU OUR NEW

## **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 US**

Located in the heart of Papagayo Beach Plaza, Diamond Beach Casino offers a vibrant and upscale gaming experience in Curaçao. With a dazzling mix of classic table games like Black-jack, American Roulette, and Poker, plus daily promotions and a lively atmosphere, we provide our guests with an unforgettable entertainment experience just steps from the beach. Join a team that values hospitality, excitement, and top-tier service.

If you have any questions or are interested in this position, please send your resume (CV) with a photo and motivation letter to

**jobs@papagayo.com**  
or call **747 4333**

### **GENERAL RESPONSIBILITIES:**

#### **Vault Duties – Table & Slot Count Support:**

- 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 ticket/voucher using counting equipment and proper handling procedures.

#### **Administrative & Personnel Support:**

- 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 (forms, 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.

### **QUALIFICATIONS:**

- High school diploma or equivalent required; additional coursework in office administration is a plus.
- 1–2 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. (currency boxes, coin bags, etc.).
- Manual dexterity for handling currency and operating counting machines.
- Flexibility to work weekends, holidays, or peak periods as needed.