



Seneca Gaming Authority

JOB POSTING

DEADLINE : FRI July 10, 2026

JOB TITLE : Receptionist - Licensing Assistant (1 FT)

DEPARTMENT : Licensing / Vendor

LOCATION : Niagara Falls

RATE OF PAY : Grade NE6 / \$17.00

POSITION SUMMARY :

Under direct supervision of the Licensing Manager, manages the daily activities of the front desk including incoming calls, and directing callers and visitors to appropriate personnel. Performs clerical duties for Licensing Department as needed. Maintains confidentiality of all privileged information.

MINIMUM QUALIFICATIONS :

High School Diploma or GED. Six months of clerical or customer service experience. Must be able to successfully pass a pre-employment drug / alcohol screen and background investigation. Must be able to be approved for and maintain a valid Nation Key License. Seneca preference.

SUBMIT YOUR APPLICATION / RESUME TO :

SENECA GAMING AUTHORITY HUMAN RESOURCES DEPT.

777 Seneca Allegany Blvd. Salamanca NY 14779

Email : HR@senecagamingauthority.com

Phone : (716) 513-0972

Fax : (716) 244-5407