

Careers at Aruze Gaming America, Inc.



Job Title: Technical Compliance Officer
Job Number: 1104
Location: Las Vegas, NV
Date Posted: April 8, 2010

Technical Compliance Officer is responsible for the creation and submission of product application packages and maintenance of effective internal reporting, tracking, and filing systems

DUTIES AND RESPONSIBILITIES:

- Creates and submits product shipment notifications packages including, but not limited to, completing detailed forms, writing letters, reproducing software, firmware and documentation.
- Maintains effective status reporting and tracking systems for all submissions made for each lab. Verifies information accuracy upon approval informs company management of new approvals and maintains file of agency approval letters for all submissions.
- Maintains all historical machine and serials numbers movements by jurisdictions electronically.
- Assist in reviewing all product submissions for gaming labs as needed.
- Assist in creating media for submissions to gaming labs
- Reviews Sales Orders with Sales, Production, and Materials Management to ensure that only approved hardware and software are shipped.
- Coordinates all gaming products shipments with appropriate regulatory agencies to ensure legal presence and movement of Aruze products.
- Other duties as required.
- Maintaining a library of all jurisdictional requirements for shipping notifications
- Other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS

QUALIFICATIONS:

Education: Bachelor's Degree in Business Administration or a related field or equivalent.

Experience, Skills, Knowledge, and Qualifications:

- Strong organization, communication and interpersonal skills.
- A minimum of 1-3 years of project management experience is highly desired
- Project management skills including Project Planning
- Structured
- Detail-oriented
- Disciplined
- Project Execution and follow-through
- Must be knowledgeable and capable of working in a 24x7 environment
- Must have strong communication skills, able to work independently and be team oriented.

All employees are responsible for their personal safety and safety of others. Therefore, all employees must:

- Participate fully in company health and safety programs and comply with all company OSHA policies and procedures.
- Follow all lawful employer safety and health rules.
- Wear and / or use Personal Protective Equipment, when and how instructed...
- Report hazardous conditions to management.

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- Report any job-related injury or illness to management, and seek treatment promptly.
- Other duties as requested

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Assigned duties are accomplished primarily in an office/production setting. Must be able to maneuver around an office/production setting, work at a desk/work station and respond to written and oral cues.
- Must have the manual dexterity to operate a computer and other necessary office/production equipment.
- May be required to bend, reach and lift up to 25 lbs.

**This position may require registration with the Nevada Gaming Control Board (NGCB) and or/ other jurisdictions in which we operate.

No agencies please

We offer a competitive compensation and benefits package. To apply, please e-mail your cover letter and resume, indicating job position for which your are applying, to: careers@aruze-gaming.com OR mail to: **Aruze Gaming America, Inc., Attn: Human Resources, 745 Grier Drive, Las Vegas, NV 89119**. Aruze Gaming America, Inc. encourages diversity and an equal opportunity employer.