

Licensing Assistant / Administrator

Purpose:

Work alongside the Licensing Manager in performing all licensing processes required to keep Digital Gaming Corporation USA and its individual and entity qualifiers in regulatory compliance with local and State Gaming Divisions & Agencies regulations.

Duties include, but not limited to:

- Obtain initial licensing information such as fees, application copies, copies of rules & regulations, etc., from all jurisdictions in which the company plans to obtain a license.
- Submit notifications of license submission and approval e-mails to upper management, under the direction of the Licensing Manager.
- Provide informational and administrative support to the Licensing Manager/Department.
- Responsible for updating and maintaining all electronic and hard copy files for all business entities and for all executives and employees required to obtain a gaming license or qualification (i.e. request updated financial information every 1-3 months, ensure documents on file (passports, driver's licenses, certifications, etc., have not expired).
- Responsible for the coordination of Fingerprinting services for all applicants to be licensed.
- Prepares Corporate, Executive and Employee license applications, under the direction of the Licensing Manager.
- Liaise with State Regulators, Investigators & State Licensing Supervisors/Managers, when necessary.
- Follow-up on the status of license applications from all applicable jurisdictions.
- Responsible for coordinating the Renewal of all Corporate, Executive and Employee licenses or qualifications in a timely manner.
- Must perform clerical duties to include copy work, filing, set-up file folders, assemble binders for licensing applications & exhibits, copy licensing documents to USB, CD, Dropbox, One Drive, document licensing activities in the Planner notes, prepare UPS, FedEx, DHL & USPS shipments and order office supplies for the Licensing Department.
- Assist in the preparation and filing of quarterly and annual Compliance reports (i.e. New Jersey Form 28, Annual Reports, etc.).
- Manage, apply or request copies of business licenses, certificates of good standing and Articles of Incorporation with the Secretary of State in applicable jurisdictions, when requested.
- Complies with all company policies and procedures when performing tasks.
- May be required to work Weekends and Holidays, if needed, to meet licensing deadlines.

This job description is not intended to be an exhaustive list of responsibilities. The job holder may be required to complete any other reasonable duties in order to achieve business objectives.



info@digitalgamingcorp.com
www.digitalgamingcorp.com/betway

Suite 370,
3753 Howard Hughes Parkway,
Las Vegas, Nevada, 89169

Essential Criteria:

- Associate bachelor's degree preferred.
- Previous Administrative and Regulatory experience required.
- Strong written and verbal command of the English language.
- Proficient in MS Office and Adobe Acrobat DC.
- Must be able to type 55-60 wpm with a minimum accuracy of 92%.

Knowledge, Skills & Abilities:

- Strong organizational and planning skills
- Must be meticulous and detail oriented.
- Proven ability to prioritize and multi-task in a high pace environment.
- Proven ability to follow instructions both written and verbally.
- Strong ability to effectively communicate and engage with stakeholders at every level of the organization.
- Proven critical thinking and analytical skills.
- Must be able to type 55-60 wpm with a minimum accuracy of 92%.

Physical Demands:

While performing the duties of this job, the employee is:

- Regularly required to talk or hear.
- Required to sit for long periods and reach with hands and arms.
- Occasionally required to stand; walk.
- Occasionally required lifting up to 25 pounds.

How to Apply:

All applications need to be submitted via email to humanresources@digitalgamingcorp.com

Please ensure you have attached an updated copy of your resume and a motivation letter supporting your application.

- *Note this role is based in Deerfield Beach, Florida or Las Vegas, Nevada*