

Mazatzal Hotel & Casino

JOB DESCRIPTION

POSITION: **Marketing Representative**
DEPARTMENT: **MARKETING**
STATUS: **FULL TIME/32 HRS**
RATE: **\$13.50 hr**
NUMBER OF POSITIONS: **1**
REPORTS TO: **Marketing Assistant Manager**
SUPERVISES: **N/A**

JOB SUMMARY:

Under the direction of the Marketing Director and Assistant Marketing Manager, the **Marketing Representative** is highly involved in the planning and execution of promotions and events, with focus on revenue growth, creating memorable guest experiences, generating excitement and image enhancement of Mazatzal Hotel & Casino. The Marketing Representative will ensure all supporting and operational departments are informed of promotions/events and fully aware of their role and responsibilities to make every event exciting, seamless, and executed with fanfare and enthusiasm.

ESSENTIAL JOB FUNCTIONS:

- Provide excellent customer service for all guests of the Casino at all times and in all activities.
- Serve as a liaison with casino departments for promotions, events and entertainment.
- Develop, organize and execute promotions and special events efforts to drive rated play as well as stimulate actual and residual gaming.
- Conduct post-promotion and post-event analysis.
- Maintain casino social media accounts.
- Assist the Marketing Director with the planning and facilitation of the annual programming calendar and departmental budget to include expense tracking and forecasting.
- Ensures promotion and events are compliant with all regulatory, internal control, and departmental policies and procedures.
- Exhibit sound decision-making with emphasis on generating excitement, brand awareness and revenue.
- Capable of effectively addressing large group of guests, staff, and management.
- Other duties as required to deliver excellent entertainment experiences to guests
- Performs any other job related duties as assigned.

QUALIFICATIONS:

- Ability to multi-task and prioritize based on operational needs.
- Exceptional customer service skills.
- Working knowledge of Oasis Casino Management Systems.
- Working knowledge of social media.
- Excellent MS Excel and MS Word skills.
- Excellent written and oral communication skills
- High School diploma or GED required

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Physically mobile with reasonable accommodations to sit/stand for long periods of work time.
- Must have flexibility in schedule to meet casino needs.
- Must have bending mobility to reach, kneel, twist and grip items while working.
- Read, write, speak and understand English.
- Must be able to lift 25 lbs. and carry up to 15 lbs.
- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.

SHIFT: **Flex/ Days**
OPENING DATE: **August 5, 2019**
CLOSING DATE: **Until Filled**

Mazatzal Casino reserves the right to make changes to the above job description whenever necessary.