

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION:	Representative
DEPARTMENT:	Marketing
STATUS:	Full-time
SHIFT:	Day/Swing (Varies)
RATE:	\$18.70 p/hr
REPORTS TO:	Marketing Director
SUPERVISES:	N/A

JOB SUMMARY: Under the direction of the Marketing Director, the 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.

“As the Party Place in the Pines, entertainment happens mostly at night & weekends. If communication skills & guest service are your top skills, we are looking for you!”

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.

MINIMUM QUALIFICATIONS:

- Ability to multi-task and prioritize based on operational needs.
- Exceptional customer service skills.
- Working knowledge of Konami 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:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- 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.

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