

** EXTERNAL POSITION OPENING **

PROMOTIONS COORDINATOR



RATE OF PAY: Depending upon experience
LOCATION: Seven Clans Casinos –Thief River Falls, MN
OPENS: October 13, 2020
CLOSES: October 27, 2020

POSITION OBJECTIVES:

Under the general supervision of the Guest Service Manager and is responsible to provide wide variety of group and Marketing support services. Coordinate special casino and hotel promotions throughout the facility internal and external clients. Coordinator is responsible for preparing and presenting promotional materials to guests.

DUTIES AND RESPONSIBILITIES:

- Coordinates all promotional programs for guests visiting the casino and/or hotel.
- Develops and delivers schedules and promotional materials for each group.
- Provides excellent customer service to each guest.
- Follows up with guests either by telephone or with a personal visit to ensure there are no problems.
- Uses equipment and supplies as required ensuring standards are maintained in a safe manner.
- Ensures compliance with all applicable regulations, laws, internal policies/procedures, and internal control protocols.
- Performs other related duties as may be assigned by Marketing Manager.

REQUIRED QUALIFICATIONS:

It is required the Promotions Coordinator have a High School Diploma or GED preferred. Technical school or formal apprenticeship may be required.

SEND COMPLETE APPLICATION/TRANSFER REQUEST TO:

victoria.mostrom@7clans.com – Human Resources Office,
20595 Center St E. Thief River Falls, MN 56701 1-800-881-0712
Website: www.sevenclanscasino.com