



An Enterprise of the Iowa Tribe of Oklahoma

## Vacancy Announcement

**Position:** Marketing Assistant

**Department:** Marketing

**Location:** Perkins, OK

**Issuing Date:** January 18, 2010

**Closing Date:** Until Filled

**Mailing Address:**

P. O. Box 70  
Perkins, OK 74059

**Fax:** (405)547-2480

**Email:** [Jobs@cimarroncasino.com](mailto:Jobs@cimarroncasino.com)

**Phone:** (405)547-5352

**Website:** <http://www.cimarroncasino.com>

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### Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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### SUMMARY

Responsible for assisting the Marketing Manager in the daily operation of the Marketing Department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Works closely with all employees to coordinate marketing activities.
- Maintains the highest level of confidentiality within the department.
- Interacts with players to encourage enrollment, card usage, promote loyalty and communicate upcoming promotions.
- Assists with planning and execution of all casino special events, promotions and entertainment which includes use of microphone.
- Evaluates events, including slot tournaments, parties, giveaways, and entertainment.
- Assists Marketing Manager with promotion analysis by running reports and entering coupon redemption.
- Updates and posts special events calendar and promotion information.
- Verifies, on a daily basis, that all posters, brochures and comment cards are current and well-stocked and re-stocks same, as needed.
- Collects and processes comment cards.
- Handles guest issues, complaints, and questions on the telephone and on the floor.
- Processes returned mail and updates addresses in player's accounts.
- Answers main telephone line.
- Utilizes player tracking system to update player information, build club member incentives and perform drawings during promotions and special events.

- Coordinates and negotiates with vendors to order supplies and promotional items with Manager's final approval. Prepares purchase orders, check requests and processes invoices.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

***Promotes the following within the department and among all employees:***

- Creates an atmosphere of fun for all casino guests.
- Encourages mutual respect, dignity and integrity with all employees, by setting positive examples at all times.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Associate Degree in marketing or public relations and one year of public relations, graphics or marketing experience preferred or an equivalent combination of education and experience.

**SPECIAL QUALIFICATIONS:**

Must possess excellent communication skills. Must be computer literate with proficiency in Microsoft Word, Excel and other marketing database programs. Must be detail oriented, well organized and able to manage multiple tasks. Must be able to work under stressful conditions and coordinate multiple projects.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret documents, such as policy and procedure manuals, maintenance instructions, and other related documents. Ability to respond to common inquiries from other employees or Guests.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense reasoning to a variety of situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit, climb or balance, and stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to twenty (20) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to high. When on the casino floor, the noise level increases. A casino environment is typically smoky.