



Ho-Chunk Nation

Job Description



TITLE: Marketing Assistant		JOB CODE: MKAS
Business – Employee		EEO: 5
Non-Exempt	Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

This position will provide support services as assigned within the Marketing department, including but not limited to Advertising, Group Sales, Promotions, Public Relations, Entertainment and Players Club; all of which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Provide assistance and support within the Marketing department daily.
2. Understands and embraces the concept that all Marketing department activity is designed to drive business for Ho-Chunk Gaming daily.
3. Accurately manage records for multiple inventory, personnel and budgetary items or projects weekly.
4. Assists in generating reports, managing information and analyzing data monthly.
5. Monitor, order, audit and organize department office and promotional supplies weekly.
6. Assists in the implementation and communication of department activities weekly.
7. Provides exceptional service to our internal and external guests daily.

JOB RESPONSIBILITY

Job Reports to	See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with internal and external guests
Freedom to Act	Subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. High School diploma or equivalent.
2. Some college education preferred.



ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be bondable and hold a gaming license throughout employment.

EXPERIENCE:

1. Two years' work experience in marketing related field with some knowledge of advertising and promotions.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Good interpersonal and communications skills is required.
2. Possess strong organizational skills; be attentive to detail and able to multi-task.
3. Computer knowledge and word processing skills required.
4. Must be self-motivated and able to follow directions to complete tasks in a timely manner with minimal supervision.
5. Must work well as part of a team.
6. Must possess a positive, friendly, willing-to-help attitude.

WORK PLACE RESPONSIBILITY

1. Promotes positive employee and public relations.
2. Must maintain confidentiality.
3. Must present a neat, clean and professional appearance.
4. Maintain a safe and healthy work place environment.

WORKING CONDITIONS

1. Office setting.
2. Must have the ability to work varying hours and days, including nights, weekends and holidays.
3. Noisy, smoky and sometimes stressful in a fast paced multi-tasking environment.
4. Combination of standing (possibly long periods of time), sitting, walking, reaching and bending.
5. All outdoor weather conditions possible, including but not limited to: hot/humid, sub-zero, rainy, snow/icy or sunny.

KEY POSITION