



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Promotions Manager		<b>JOB CODE:</b> PRMG	
Business		<b>EEO:</b> 5	<b>PAY GRADE:</b> 12
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD	<b>HO-CHUNK PREFERENCE</b>

*"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**

Responsible for organizing, executing and tracking the performance of various promotions along with the dissemination of promotional rules and information; 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. Promote a positive relationship with all internal and external guests by addressing disputes or concerns regarding promotional regulations or outcomes daily.
2. Develop and manage an annual promotional strategy considering all promotional effects.
3. Develop, monitor and manage designated operating budget monthly and annually.
4. Monitor, track and analyze all internal promotions to ensure all goals are being met monthly.
5. Responsible for obtaining all required approvals, clearances, permissions and authorizations for proper/effective implementation of all promotions daily.
6. Coordinate and create fun and interactive promotional delivery; ensuring all objectives are met monthly.
7. Collaborate with other facilities to monitor, track and analyze global promotions monthly.
8. Supervise additional staff members based on site-specific organizational chart daily.
9. Facilities with an ancillary site may include travel between site locations at a minimum, once per week.
10. Performs other duties as assigned by supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops strategic plans and interprets policy
Supervisory Accountability	Oversees supervisory level and below as designated
Organizational Accountability	Manages sub-unit of a department as designated
Financial Accountability	Manages operating budget and monitors expenditures
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 is required.
2. Two (2) years of college 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.
3. Must have and maintain a valid driver's license and at a minimum, liability auto insurance.

### **EXPERIENCE:**

1. Must have excellent supervisory skills and scheduling experience.
2. Minimum of three (3) years' in advertising, special events, or promotion.
3. Marketing management experience preferred.
4. Gaming industry background is preferred.

## **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must work well as part of a team.
2. Must be proficient in Microsoft Office Suite.
3. Ability to analyze data to determine cost effectiveness.
4. Must be detail oriented.
5. Possess good customer service skills.
6. Must be personable and polite.
7. Must possess strong interpersonal skills.

## **WORK PLACE RESPONSIBILITY**

1. Able to keep legible, accurate records.
2. Must adhere to strict confidentiality at all times.
3. Promotes positive employee and public relations.
4. Must present a neat, clean and professional appearance.
5. 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 to meet operational need.
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\*