



## Employee Requisition Form

**Position to Be Filled:** Marketing Coordinator

**Purpose:** Responsible for maintaining and growing the Casino by supporting the marketing plans.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the development of the annual events planning calendar and the 1-year marketing plan.
- Ensure yearly promotions are scheduled in advance.
- Keep abreast of competition's promotions and marketing to maintain a strong competitive edge.
- Assist with the implementation of promotions, Tournaments, and VIP events in the casino; handle details of promotions to ensure success.
- Assist with property décor for all holidays, anniversaries, and promotions.
- Assist with several comprehensive marketing/promotion events in the casino.
- Assist with the evaluation of promotions/marketing events.
- Participate and represent the Tachi Palace in offsite marketing functions and promotion of casino activities.
- Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health and environmental policies, procedures, and regulations within the department.
- Associate degree preferred.
- 1-2 years direct related experience in Marketing, Promotions, or Special Events. (Qualifying experience may substitute for education)
- Must have valid California Driver's license.
- Bi-lingual helpful.
- Any other duties as assigned

**Reports To:**  
**Starting Rate of Pay:**  
**Approximate Hours:**  
**Filling Deadline:**

**Promotion Manager**  
D.O.E  
40  
Open Until Filled

