

- Ensures that guests are enjoying their stay with S&K Gaming and that large group needs are met.
- Maintains positive relationships with clients to encourage repeat and recurring business.
- Maintains efficient sales office procedures and insures the maintenance of accurate and updated account files and follow up procedures.
- Makes face-to-face sales calls for established customers and prospective customers.
- Maintains sales records, reports, potential leads and mailing lists.
- Responsible for general sales coordination
- Helps design new programs and campaigns to develop additional sales from various markets.
- Seeks potential business through designated sales targets including but not limited to onsite visits, calls, mailings, and other channels determined.
- Identifies and analyzes competition both locally and regionally.
- Proficient computer and phone skills.
- Travel is required.
- Attends Trade Shows
- Identifies and analyzes competition both locally and regionally.
- Managing assigned sales accounts, territory and market segment by targeting sales strategies
- Must be able to work a flexible schedule as required by business operations, including late nights, weekends, and holidays; shifts and work locations may change.
- Other Duties As Assigned

SUPERVISION:

- Group Sales Coordinator

EDUCATION and/or EXPERIENCE:

- HS diploma or GED
- A bachelor's in business administration or marketing. A combination of education or experience equivalent to 4 years in Casino/Resort Marketing or Group Sales work experience can be used in exchange for degree requirements.
- Two years of sales experience is required.
- Two years' experience as a supervisor is required.
- Must have a reliable vehicle to use for outside sales calls.
- Must possess a valid driver's license and be insurable under the company insurance.
- The ability to read English and understand both written and verbal instructions is required.
- Will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing.

SPECIAL QUALIFICATIONS:

- Ability to multi-task, set priorities and complete in a timely manner
- The ability to follow instructions and to perform repetitive tasks under close supervision is required.
- This individual must be punctual and dependable in reporting to work as scheduled and completing assigned tasks.
- This individual must maintain a neat and hygienic appearance.
- This individual must be able to effectively work alone and/or with other employees in a team environment.
- Professional business attire is required.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- This position requires minimal physical activity.
- Sitting for longer periods of time.

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements.

By signing this document, I certify that I meet all the physical requirements for this job without limitation.

Employee Print & Sign

Date

HR Representative

Date