

PARAGON CASINO RESORT

Job Description

SPECIAL EVENTS COORDINATOR

Department:	Marketing	Reports to:	Special Events Manager
Job Code:	COR02	License:	Gaming
Position Code:	COR007	Costing:	800 8500 8517
Pay Grade:	E6	Date:	10/22/19
EEO-1 Code:	5		

SUMMARY:

Responsible for providing clerical and guest services-related assistance to the Special Events Manager, thereby ensuring the effective implementation and completion of special events in the casino.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists the Special Events Manager with special projects as needed.
- Assists in designing, developing and implementing of casino special events.
- Evaluates every special event, including slot tournaments, parties and giveaways. Facilitates the review process for all proposed special events and provides input.
- Types correspondence, routine event reports and miscellaneous paperwork; files paperwork in appropriate files.
- Maintains a working knowledge of all special events and promotions on property in order to advise guests and fellow associates of same, whenever possible.
- Maintains a neat, clean and completely stocked work area, submitting Purchase Requests for re-orders of supplies, as needed.
- Works to achieve and maintain a maximum level of guest service and satisfaction.
- Facilitates the flow of information throughout the department, by attending regularly scheduled departmental meetings.
- Submits work orders for casino special events.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.

- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

REQUISITE QUALIFICATIONS:

The requisite qualifications 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: High school diploma or general education degree (GED) required.

Qualifications: Must possess effective communication skills, and have worked for a minimum of six months to one year in a guest service, customer-relations, or retail environment, preferably in the hospitality industry. Must be computer-literate, with proficiency in Microsoft Word and Excel. Must be able to effectively resolve problems, based on common-sense use or reasoning ability, as well as knowledge of established company policies.

Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read, analyze, and interpret documents, such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of guests or associates of the organization.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and works with mathematical concepts.

Reasoning Ability: Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate 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, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Associate must frequently lift and/or move up to twenty five (25) 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 Associate 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. When on the casino floor, the noise level increases to loud. The casino environment is usually smoky.