



**HOLLYWOOD
PARK
CASINO**

JOB DESCRIPTION

TITLE OF POSITION: Marketing Coordinator	DEPARTMENT: Marketing
REPORTS TO: Sr. Marketing Manager	DATE: October 2019

Position Summary:

The Marketing Coordinator will collaborate with the Marketing team and other departments to ensure each project receives the resources and attention it needs to be successful. Perform all duties assigned in accordance with all applicable legal regulations and requirements, presenting oneself as an asset to Hollywood Park Casino and encouraging others to do the same.

Major Duties and Responsibilities:

- Update, post and manage the HPC social media accounts including paid posts, events and correspondence.
- Coordinate and assist with Marketing events, from planning to completion.
- Create event BEOs in Tripleseat system info to ensure communication.
- Submit and track department orders and purchase requisitions.
- Check, respond and maintain casino’s general email accounts.
- Assist in corresponding and following-up with vendors as needed, under the direction of Sr. Marketing Manager.
- Attend weekly Marketing and BEO meetings.
- Maintain the casino master Marketing & Events Calendar.
- Assist in proofreading all casino promotions and advertising assets for accuracy.
- Work with designers to assure timely execution of all casino deliverables.
- Contribute to daily operations of the overall Marketing department.
- Communicate effectively with all guests and employees and follow through on written and verbal instructions.
- Perform all other work-related duties as assigned by the Senior Marketing Manager and upper management.
- Ensure the customer service provided always exceeds the criteria set by the Hollywood Park Casino Company, Inc. Code of Professionalism.
- Always maintain a professional and well-groomed appearance.
- Attendance and punctuality are essential functions of this position.
- Adhere to and enforce all department and Safety policies and procedures.
- Strictly adhere to and enforce all HPC timekeeping rules and procedures
- Adhere to and enforce all applicable federal, state and local laws and regulations.



QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must be 21 years of age or older to apply
- Must be able to pass a background check and obtain a casino work permit prior to entering this position
- Must have employment eligibility in the U.S
- Event management/coordination experience.
- Must demonstrate superior communication, organizational and interpersonal skills.
- Must possess the ability to understand and follow through on written or verbal instructions.
- Dynamic, personable, action and results oriented.
- Self-motivated, quick learner and creative thinker.
- Must function in a team environment and possess a high regard for customer service and Team Member relations.
- Demonstrates Flexibility, must be able to work any shift and any day of the week, including weekends, holidays, and special events.
- Ability to work under pressure and be detail oriented.
- Duties for this position require moderate physical exertion, such as sitting/walking at will, standing/sitting for long periods, lifting/carrying objects weighing up to 25 lbs., pushing/pulling objects, crouching/kneeling, bending, reaching, close vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering equipment. Safety precautions must always be used to avoid injury to oneself and others.