



## **Area Wide Job Vacancy Announcement Sales and Public Relations Coordinator**

**OPEN:** Monday, November 20, 2017  
**CLOSE:** Monday, November 27, 2017 @ Close of Business 5:00pm  
**WAGE:** Depending on Qualifications

**SUMMARY:** This position will fill a vital role by implementing the total sales and marketing efforts of the casino & hotel, including securing new accounts, maintaining existing accounts, supervising sales activities and training within the casino/hotel staff (to be ready for incoming group), and executing sales and marketing strategies to maximize the profitability of the casino & hotel, while maintaining customer satisfaction.

### **QUALIFICATIONS:**

- Must possess an Associate's degree in Business Management, Public Relations or related field or a minimum of five (5) years of previous experience in hospitality, sales, marketing, promotions, public relations, or other related field, preferred.
- Casino experience strongly preferred.
- Must provide proven experience in managing the delivery of excellent customer service appropriate for a spectrum of vendors and customers.
- Must be computer literate.
- Must show proven ability to work independently in accomplishing goals and objectives of the position.
- Must be able to work flexible hours, weekends, and holidays.
- Must demonstrate strong interpersonal skills with the ability to communicate and write effectively.
- Must present an outgoing and positive personality.
- Must possess strong organization, problem solving and decision making skills
- Must be able to obtain a gaming license as a condition of employment.
- Must receive a negative alcohol/drug test result as a condition of employment.
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*4 Bears Casino & Lodge of the Fort Berthold Indian Reservation recognizes and will carry out to the greatest extent feasible the Indian Preference policies of the Three Affiliated Tribes. Subject to the Indian preference policies of the Three Affiliated Tribes, all candidates will receive consideration without regard to race, color, sex, age, religion, national origin, sexual preference, or physical disability (where reasonable accommodation is possible). Veteran's preference is also given.*

*For information on "How to Apply", please contact the HR Department @ 701-627-4018, ext. 7565. For current casino employees, please reference Policy Nos. 020, 029, and 030 or contact the HR Department during regular business hours for process or questions on applying for the position. For a full review of the job description duties and responsibilities, please contact the HR department. **Must provide a resume with application.***