



THE REEF HOTEL CASINO

Marketing Coordinator

This position is a support function which assists the Executive Manager of Marketing in the implementation of effective promotional and administrative activities.

- ✓ A minimum of 2 years previous experience in advertising, promotions and public relations is preferred.
- ✓ Experienced in office administration, generating departmental reports, maintaining financial records and purchasing.
- ✓ Proficient in the use of Microsoft Office, Outlook, Excel, with knowledge of Publisher and Adobe Photoshop an advantage.
- ✓ Administer and update The Reef Hotel Casino web site and e-communications and other social media marketing.
- ✓ A command of the English language is essential as is excellent organisational and communication skills.
- ✓ Ability to work in a busy team environment with the ability to plan and work to a tight schedule with multiple concurrent tasks and precise deadlines to achieve.
- ✓ Co-ordinate, plan and administer a bi-monthly newsletter.
- ✓ Plan and execute the various functions required by in-house departments.
- ✓ Administer and control voucher development in accordance with the Casino Control Act 1982 and internal controls.
- ✓ Print, distribute and audit requirements associated with these vouchers.
- ✓ Select and control the range of merchandise along with the required distribution and stock control measures.
- ✓ Administer the purchasing requirements of the department in accordance with financial guidelines combined with general budget control.
- ✓ Administer sponsorship requests and external community relationships.
- ✓ Manage and produce the departmental correspondence with internal and external parties.
- ✓ Plan and implement a wide range of promotions throughout The Reef Hotel Casino, including print advertising and direct mail.
- ✓ Knowledge of or the ability to rapidly acquire knowledge of the 'Queensland Responsible Code of Practice pertaining to Advertising and Promotions'
- ✓ This position involves occasional hours above and beyond office hours.

Employment includes

You will be rewarded with a competitive wage and a challenging working environment.

Staff benefits include:

In house training and career development.

Amenities including shower facilities and staff lounge.

Accommodation, food & beverage discounts for you, family and friends (dependant on tenure). Clean safe multicultural, people friendly environment.

The Reef Hotel Casino is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, physical ability, age, sexual orientation, religion or belief and family responsibilities.

The Reef Hotel Casino does not accept unsolicited resumes from recruitment agencies or search firms

