



JOB DESCRIPTION

Job Title: 24 Karat Representative
Department: Special Events and Promotions
Classification: Hourly
Reports To: Director Special Events/24 Karat
License Description: Casino Employee Registration (CER)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides friendly and courteous service to customers.
- Processes new card accounts, produce cards, and distributes pertinent brochures through the 24 Karat Card Services Center and to potential players on the casino floor.
- Has access to system player rating to input group codes and reservations. This position does not have the ability to change player ratings.
- Operates from a small cash drawer when necessary; is accountable for coupon issuance/return and all applicable reports.
- Maintains constant communications to the Shift Supervisor with regard to all groups and individuals.
- Completes required paperwork as per established department policies and procedures.
- Attach patrons to e promo offers consisting of cashable and non-cashable credits, through the conversion of coupons or other designated processes, accountability, reporting and reconciliation.
- Assists with training of new representatives as needed.
- Exhibit conduct in accordance with all Gaming Commission Regulations, Federal and State laws and regulations, and Golden Nugget and departmental policies and procedures.
- Consistently deliver positive, courteous and professional guest service in all interactions with guests, visitors, vendors and fellow employees.
- Demonstrate a commitment to ensuring responsible gaming and responsible alcohol service.
- Performs any other duties as assigned.

EDUCATION/EXPERIENCE/SKILLS REQUIRED:

High school diploma or equivalent preferred, Good math skills a must. Cheerful, friendly attitude and professional manner required. Must be guest oriented with good, clear speaking voice. Ability to maintain accurate records. Must possess a valid Casino Employee Registration or be eligible to obtain the credential upon hire.

If you require alternative methods throughout the application process, contact Golden Nugget Human Resources at 609-441-8474 or via email: GNACHRInfo@gnacm.com