Downloaded from <https://www.velvetjobs.com/job-descriptions/relationship-specialist>

# Example of Relationship Specialist Job Description

Our company is hiring for a relationship specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for relationship specialist

* Organize and report on information regarding events and promotions for competitor properties
* Support the proofing and offer auditing process for email and direct mail campaigns
* Support the drop-in approval process for events and promotions when necessary
* Communicate event and promotional offerings to Casino Marketing team to ensure they have the tools necessary to drive visitation from players
* Assist management in the development of strategic plans, budgets, forecasts, ad hoc analysis, and the building of financial models as needed
* Act as a liaison between Financial Planning, Advertising, other Relationship Marketing teams and Special Events Operations team to ensure consistency, full disclosure of information, cross-over events participation, and direction
* Coordinate project development with Casino Marketing, Special Events, Legal, and Brand Marketing to ensure timelines for invitations and collateral are met
* During qualifying periods, ensure that data is run and reviewed prior to delivery to Special Events
* Monitor and respond to guest inquiries sent to the department in a timely manner
* Assist in proofing direct mail and email campaigns when necessary to ensure accuracy

## Qualifications for relationship specialist

* Candidates must be self motivated and able to change direction in a fast paced environment
* Advanced knowledge of Excel, knowledge of Microsoft programs
* This position requires an Undergraduate Degree with a focus in Business or related discipline
* 3-4 years of required experience in strategic Sourcing/Procurement, and Project and Supplier management
* Present the BuyMax proposition to specific vendor partner prospects
* Knowledge of Microsoft Office software is required