

**Job Title: Lottery Account Services Coordinator**

Division: Lottery  
Reports to: Lottery Manager  
Location: Saskatoon or Regina

**Job Purpose**

The Lottery Account Services Coordinator will develop and maintain partnerships with Saskatchewan Lotteries Key Accounts and oversee new retailer and network management.

**Primary Duties and Responsibilities**

**1. Management of Lottery Key Accounts in Saskatchewan**

- Build, maintain and leverage relationships with national and regional Lottery partners (i.e. 7 Eleven, Shell, Petro Can, Parkland, Shoppers Drug Mart, etc.)
- Identify, develop, and monitor national and regional promotions/incentives
- Represent Saskatchewan in multi-jurisdictional meetings for national promotions and collaboration
- Monitor sales of Key Accounts, calculate Return on Investment on promotions and analyze trends within the province
- Provide sales and commission updates as requested to Key Accounts
- Provide provincial sales data to Interprovincial Lottery Corporation for national reporting

**2. Management of Draw Based Games and Sports games in Saskatchewan**

- Monitor sales and trends of regional and national Draw Based Games
- Monitor sales and trends of Sports games
- Coordinate new game launches and changes on behalf of Saskatchewan

**3. Lottery Account Rep Relief**

- As required, provide relief for Lottery Account Representatives in the province.
  - Prepare Scratch N Win ticket orders
  - Delivery of Scratch N Win lottery tickets to assigned retail locations within territories in Saskatchewan
  - Completion/return of inventory control forms and logs
  - Ensure that assigned retail accounts have sufficient product inventory
  - Delivery of on-line supplies
  - Ensure that Point of Sale material is current and displayed appropriately
  - Monitor all lottery signs and fixtures to ensure they are operating properly
  - When required, field questions by retailers

**4. Management of Sask Sport Kiosks**

- Oversee Sask Sport Kiosk program in Saskatchewan
- Coordinating the build/removal/moving of lottery kiosks as required
- Participate in the negotiation of Mall leases as required

**5. Retail Development/Lottery Training**

- Perform certified lottery training as required for new owners, new locations or as part of refresher/compliance training
- Monitor and prepare online lottery training (Lotto Learn) as required
- Participate in various Retail Development projects and committees as required

**6. Management of New Retailers/Network**

- Liaison with national and regional Key Accounts on new store builds/developments
- Management of new retailer applications for Retailer Review Committee
- Prepare sales rankings on a biannual basis for provincial network of retailers

**7. VLT Visitations and Training**

- Conducting site VLT visits at specified bars, lounges and restaurants in the province.
  - Provide yearly sales/commission information to owner or designate
  - Review policies and procedures
  - Conducting cash counts as required
  - Ensuring required POS and regulatory posters are in place
  - Documenting site visit information back to Western Canada Lottery
- Performing VLT training as required for new installations, change of ownerships or refresher training

**8. Attendance at Various Meetings**

- Participation at all Lottery/VLT division meetings
- Participation at Lottery Committee Meetings with board members
- Participation in regional or national conference calls/meetings

**Knowledge, Skills, and Abilities**

- Demonstrated skills in the following areas:
  - Clear communication - verbal and written
  - Sound administration and time management with attention to detail
  - Computer programs and databases - Microsoft Word, Excel, PowerPoint, Outlook, Adobe

- Demonstrated abilities in the following areas:
  - Developing customer/client relationships
  - Sales analysis and successful promotion creation with customer accounts
  - Self-motivated and enthusiastic
  - Work collaboratively with individuals and in team settings
  - Develop and maintain positive relationships internally and externally

### **Qualifications and Experience**

- Post-secondary degree or diploma in Marketing or a strong combination of relevant training and experience
- Knowledge and experience in program/promotion planning and delivery, partnership development, data collection and evaluation.

### **Working Conditions**

- Full time (37.5 hours per week)
- Evening and weekend work may be required.
- Position will be based out of Regina or Saskatoon (dependant on successful candidate).
- Travel will be required within and outside of province – applicant must have a valid driver's license.
- Salary and benefits commensurate with education and experience.
- Overtime work may be necessary during busy periods

### **How to Apply**

Qualified applicants should send a resume and cover letter outlining your experience and how it will assist you in this position to:

Email (preferred): [humanresources@sasksport.sk.ca](mailto:humanresources@sasksport.sk.ca) (please reference job title in subject line)

Or

Human Resources  
Re: Lottery Account Services Coordinator  
Sask Sport Inc.  
510 Cynthia St.  
Saskatoon, SK  
S7L 7K7

**Deadline to receive applications is Sunday January 21, 2018.**

Only those selected for an interview will be contacted. Thank you for your interest in Sask Sport Inc.

January 9, 2018