CATERING ADMINISTRATIVE ASSISTANT

Job Description:

**Catering Administrative Assistants** provide clerical support to managers who coordinate food service workers. These employees complete duties such as supervising daily operations, handling customer issues, finding ways to ensure customer satisfaction, preparing payroll, and managing inventories. Catering Administrative Assistant carry out the ancillary tasks of a catering event, such as ordering supplies, confirming bookings, managing customer relations, and inform the caterer of problems with the event.

* Takes orders and creates invoices
* Arrange vendor meetings and maintain vendor relationships
* Works directly with event staff insuring accuracy of floor plans and set up needs, outside vendors, etc
* Purge and store all payroll and billing files
* Orders Linen and Rentals for all events
* Orders all misc. needs for events through commissary (i.e. specialty drinks or foods, decorations, candles)
* Assists Catering Sales Manager with inventory, ordering, and set up.
* Orders office supplies and keeps office area organized
* Communicates with clients and vendors via phone, fax, and email.
* Arranging travel and lodging as needed

Job Qualifications:

* Associates in administration or related engineering field
* Bachelors in administration or related engineering field preferred
* Experience as a catering administrative assistant

Opportunities as a catering administrative assistant or are available for applicants without experience in which more than one a catering administrative assistant is needed in an area such that an experienced a catering administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Knowledge of catering industry