



POSITION TITLE: Catering Administrative Assistant

20 Hours per week.

\$16/hr.

POSITION SUMMARY: The purpose of this position is

All functions are carried out to maintain an environment of teamwork.

JOB RESPONSIBILITIES

- Responsible for assisting in the execution of Banquet Event Orders, Menus and Contracts.
- Exhibits polite and professional communication via phone and emails.
- Maintaining Accurate Events Calendar on Outlook.
- Responsible for printing collateral.
- Responsible for file organization.
- Responsible for vendor confirmations for all events.
- Ability to utilize EZ Suite Event Management System.
- Responsible for scanning Post Event Fact Sheets to save in shared drive and sent to team leaders.
- Assist in social media postings of Events.
- Maintains cleanliness and organization in all work areas.

QUALIFICATIONS/SKILLS REQUIRED:

To perform this job successfully, an individual must be able to perform a number of varied, but essential, duties satisfactorily

- High School diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.
- Computer knowledge (Word, Event Management Software, Excel, Outlook)
- Ability to carry out detailed written or oral instructions.
- Willing and timely execution of other duties as delegated by leadership.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must regularly lift and/or move up to 10-25 pounds and occasionally lift and/or move up to 50 pounds.

(Please note: management reserves the right to change, modify, and/or alter any of the duties listed above to meet business demands)