

Catering and Events Manager

This is a full-time position centered on the proper planning and execution of special events. The position offers an exciting opportunity to coordinate a variety of special events--from general event catering to large weddings. While the position requires active participation in actual event execution, successful applicants should be prepared to handle all pre-event coordination to both customer and supervisor satisfaction. Succeeding in this position not only plays a key role in the success of each individual event, but contributes to increasing our business through the attraction of future clientele through guest attendance and word-of-mouth advertising. Applicants should be prepared to handle several tasks at once and a fast-paced work environment requiring patience and careful attention to detail.

Responsibilities of this position are to :

- Respond to client email in a timely fashion (24 hours or less)
- Answer phone and return missed phone calls promptly (24 hours or less)
- Meet in-person and by phone with clients
- Create/manage quotes and invoices in Quickbooks software
- Day of Special Event Coordination
 - Appropriately staff events with employees
 - Attend special events
 - Arrange travel plans if necessary
- Oversee marketing events, including
 - Creating both online and tangible tickets
 - Updating events calendars on all websites
 - Creating event information sheets
 - Create marketing materials (both in social media and print materials)
 - Utilize Mailchimp system to communicate with customers about events
 - Properly document review of event after it occurs for future planning
- Attend conferences, fairs, and promotional events related to events and catering
- Communicate quotes to the bar and cooking staff to allow proper ordering in a timely fashion
- Ensure room rental contract and catering catalog is up-to-date and sent out in a timely fashion
- Manage contracts for competitiveness and creativity
- Utilize tact and financial planning skills to judge potential profitability of prospective events--consider all aspects including but not limited to: customer satisfaction given budget parameters, staff time, and material costs

Position Requirements

Education and/or Experience:

High school diploma required; some college preferred.

Applicants must have previous experience in administration or office environment, particularly with client communication.

Special Requirements:

Must possess and maintain a valid state driver's license or have the ability to obtain one prior to employment. Individual vehicle ownership is preferred (mileage will be paid for work-related driving).

Language Skills:

Position requires the ability to read, analyze, and interpret general business communications, as well as the ability to effectively present information and respond to questions from managers, employees, customers, and the general public.

Computer Skills:

Must have an understanding and ability to use Microsoft Office programs and Quickbooks Accounting software. An understanding of design programs is an advantage, but not required.

Physical Demands:

While performing the duties of this job, the employee will be regularly required to talk or hear. The employee will be frequently required to sit and use hands, stand, walk, reach with arms, stoop, kneel, crouch and taste or smell. The position will require the employee to lift up to 25 - 50lbs on occasions. Specific vision abilities required by this job include close vision, depth of perception and the ability to adjust focus.

Environmental Adaptability:

Employee must be able to adapt to working in various types of environments and with various demographics of people effectively.

Declaration: I understand all content within this Position Description. If the position of Business Administrative Coordinator is offered to me, I agree to perform the job to the best of my ability at all times. I agree to work with the best interest of The Black Sheep, Whitewater Country Club, Casual Joe's and Dispensary Distilling in mind at all times.