



CATERING & EVENT SPECIALIST – PRODUCTION

Schedule: Full-Time/Salary

Department: Administration

Salary Range: Based on Experience

Benefits: 401K, Paid Sick Days, Vacation Time, Commission, Health, and Dental Insurance

General Purpose

A Catering & Event Specialist with a primary focus on production is responsible for all aspects of event planning, management and execution, servicing social and corporate clients throughout Southern California in conjunction with their counterpart in sales.

Essential Duties and Responsibilities

Uphold the high standards of 24 Carrots' handbook and policies

Uphold 24 Carrots core values: Collaboration, Trustworthy, Dedication, and Service Excellence

Plan and manage all aspects of events from contract signing through event execution and completion

Provide excellent customer service and expertise to clients, supporting them throughout the planning process, day-of at their event, and following the event ensuring customer satisfaction and retention

Work with clients to gather all necessary information to ensure event setup & execution details are accurate and all information is efficiently communicated to the staff

Communicate and distribute all event information to appropriate internal staff and managers, working directly with all other departments to ensure all event details are accounted for

Conduct tastings, detailing meeting, and site visits for social/wedding/corporate events after event booking

Manage outsourced vendor services for events, including placing/confirming orders, communicating event details, directing on-site as needed, and processing invoices in a timely manner

Attend and manage on-site execution of events from installation, delivery and setup through dinner service, and on occasion through to event conclusion as needed

Pursue, develop, and maintain client relationships through networking and prospecting, ensuring that prospects are converted to clients, and clients' expectations are met through effective communication, planning and customer service

Qualifications

Professional, enthusiastic, responsible, and dependable team player

Highly organized with meticulous attention to detail

Can work well under pressure

Strong management skills and proven project management experience with the ability to manage on-going multiple priorities

High level of personal hygiene

Current California Food Handler's card required

Education and/or Experience

College degree in Business Administration, Marketing, Management, Hospitality or another business-related field. Bachelor's degree preferred.

Minimum 5 years of experience within the hospitality industry that includes quantifiable success in an event planning and/or production role.

Prior experience with reaching sales goals and objectives.

Comprehensive knowledge of off-site catering, event production and operations, including coordinating small and large-scale events, pre-event planning, vendor management, on-site logistics and event execution

Physical Requirements

While performing the duties of this job, the employee is frequently required to sit; walk; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

Please email resume and cover letter to careers@24carrots.com