



CORPORATE CATERING ASSISTANT

Schedule: Full-Time/Hourly

Department: Administration

Salary Range: Based on Experience

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

General Purpose of Job

A Corporate Catering Assistant is responsible for administrative, clerical and customer service support for the Corporate Catering Sales Executive, assisting them with all daily office duties and general administrative tasks associated with processing daily catering delivery orders for corporate clients.

Essential Duties and Responsibilities

Uphold the high standards of 24 Carrots' handbook and policies

Uphold 24 Carrots' Core Values: Collaboration, Trustworthiness, Dedication, and Service Excellence

Responsible for providing administrative support to the Corporate Catering Sales Executive in the service and development of existing and prospective clients.

Should be knowledgeable and specialize in Corporate Catering Sales Executive's corporate accounts in support of reaching sales goals.

Provide excellent customer service to clients, assisting as needed from initial inquiry through proposal development and confirmation, continuing through completion of delivery and pickup, following up post-event to ensure customer satisfaction and retention.

Assist with data entry and contract/BEO revisions for daily corporate catering orders, ensuring that all details are accurate.

Communicate and distribute all event information to appropriate internal staff and managers.

Qualifications

Professional, enthusiastic, responsible, and dependable team player

Highly organized with meticulous attention to detail

Can work well under pressure

Excellent verbal and written communication skills with the ability to prepare and deliver clear, concise reports and presentations that are understandable by the target audience

Project management experience with the ability to manage on-going multiple priorities

Exceptional customer service skills

Ability to function independently and intuitively in a fast-paced environment

Strong computer skills that include proficiency with MS Office and Google applications

Current California Food Handler's card required

Education and/or Experience

Associate degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience

Minimum 2 years of experience within the hospitality industry, or experience working in a similar role focused on customer support

Physical Demands

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