

Catering Sales & Event Coordinator

Hours: Full-Time + Events as needed

9am to 5pm Monday, Wednesday, Friday / 10 am to 6 pm Tuesday, Thursday

Position: Hourly

Company Description: Duvall Events is a full-service hospitality company specializing in catering and floral & décor. Additional off-site contracts include catering and venue management.

Position Description: The Catering Sales & Event Coordinator supports the Catering, Floral, Events, and Table & Twine teams. This position is the initial hospitality contact for the company and is responsible for assisting the sales and marketing process, and supports the customer service, operations, and implementation of the Table & Twine product.

Job Duties:

The following reflects management's definition of essential functions for this job but does not restrict the task that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reason.

- Assist and support the Catering & Event team, Floral & Décor team, and Table & Twine team with all aspects of the sales and marketing and operation process including but not limited to event inquiries, proposals and contracts, diagram creation, rental orders, signage creation, payment and accounting processing, event errands, sales materials, customer service, and operations.
- Attend client menu tastings, meetings and events
- Support social media efforts across all platforms
- Answer office phones and direct and address appropriately
- Greet guests at door and support first line of communication
- Maintain front of house organization, including office supplies
- Set up meetings and tastings, maintaining supply levels in tasting rooms
- Become proficient in CaterEase and other software used by department

Answers directly to Sales and Marketing Director.

Position Qualifications:

The successful candidate should be self-starter, with a people-oriented approach and great organizational skills. He/she will have:

- A bachelor's degree in a related field preferred but not required
- Experience in the hospitality industry
- Ability to work under pressure
- Willingness to work nights, weekends and holidays as necessary
- The ability to be a part of a diverse and service-oriented team
- The ability to work independently
- Proficiency in the Microsoft suite of office software (Outlook, Excel, Word, PowerPoint) and the ability to create letters and other written materials and to proofread his/her own work
- Demonstrated ability to establish and maintain effective and professional working relationships
- Valid driver's license and vehicle access
- Ability to lift 30+ pounds
- Ability to stand for extended periods of time

Duvall Events is an equal opportunity employer.