Executive Catering Sales Assistant

Dennis Dean, a Catering Company

Full-time, Commission
$35,000.00 per year
Atlanta, GA 30324

Job Description

Dennis Dean a catering company, a boutique catering company in Buckhead is seeking an assistant to the president.

This will be a combination of administrative as well as a sales assistant, so the ability to prioritize and multitask is a must. This position is designed to transition into a full-time commissioned sales job, so ideal candidates are those who plan to grow with the company.

Responsibilities Include:

- Maintaining the president’s schedule and correspondence.
- Maintaining relationships with current DDC clients, and personal clients.
- Creating proposals, contracts, timelines, and site diagrams.
- Collecting payments from clients on a set schedule.
- Assisting with designing decor schemes.
- Coordinating vendors for events when necessary.
- Attending site visits.
- Contacting clients and vendors in a timely manner.
- Distributing revised contracts to all departments in a timely manner.
- Participating in weekly production meetings.
- Working with chefs to create new menus.
- Going to event setups and introducing clients to event captains and seeing the event through to completion when necessary.
- Helping to create collateral to distribute to venues, clients and planners.
Job Requirements:

- Excellent written and verbal communication. Spelling and grammar are very important!
- Able to work on multiple projects simultaneously.
- Creative and exceptionally detail oriented.
- Be a self-starting independent worker who is also able to work well collaboratively.
- Flexible schedule, as this job can require nights, weekends and holidays.
- Working knowledge of high-end cuisine, a desire to learn more and to keep up on trends.
- Neat, professional, presentable and personable.
- Cool under pressure, and able to improvise a plan B.
- Establish clientele and great relationships with Atlanta planners, vendors and venues.
- Working knowledge of Microsoft Office Suite.
- Experience with Caterease is a major plus!

Hospitality and or English degrees preferred, but not required.

Must have reliable transportation.

Please answer the following candidates the following questions:

- How many years of catering experience do you have?
- Are you willing to undergo a background check, in accordance with local law/regulations?
- What is the highest level of education you have completed?
- Are you authorized to work in the following country: United States?
- Are you in Atlanta, GA?
- Which shifts are you available to work?
- What percentage of the time are you willing to travel for work?

This job will require you to pass a background check