



## **Catering Event Coordinator**

Full or Part Time

*Position available. Posted on 9.22.16*

À la Carte Catering + Event Design is an award-winning, premier caterer, featuring locally inspired menus and delicious fresh seasonal food. We serve clients in and around the Metro Washington DC area. Our associates deliver highly personalized creative services for weddings, corporate events, and social occasions and celebrations.

À la Carte is growing and is seeking an organized individual to work as an Event Coordinator. The person must be capable of managing client events in a team from one or more sales people and Event Designers. You should have experience in event planning or the hospitality industry. You should enjoy collaboration with a diverse team of vibrant and talented people devoted to service excellence for our clients.

### **Responsibilities include:**

- Attend venue inspections.
- Manage intricate business with considerable customer expectations.
- Assist with meetings, in-house tastings, and off-site visits
- Work as a liaison for vendor and venues from music to tenting and vineyards to mansions.
- Source out new vendors and stay apprised of trends in table setting, décor, lighting, food, color palettes, vessels and event activities and experience.
- Attend and assist sales at trade shows.

### **Requirements include:**

- Work without direct supervision and with your team to fulfill our client's needs
- Capable of prioritizing and organizing work assignments
- Think clearly and objectively to analyze a client concern
- Understand the how and why we must focus on the details

### **Education and experience:**

- College or University attendance preferred
- Previous experience with event planning, catering, hospitality experience, and formal dining
- Experience with Caterease™, Total Party Planner™ or other catering software is a major plus
- Proficiency with Microsoft Word, Excel, and Outlook is required as well as experience in social media

### **Benefits:**

- Salary: Commensurate with experience and responsibilities
- Medical Plan (full time only)
- Paid Time Off (full time only)
- Great Food