**Position Summary**

The Venue on Broad and Saucehouse BBQ are searching for a positive, outgoing, and organized individual to join our catering team. The successful candidate must be patient, able to multitask, and have excellent organizational/communication skills. This is an office position that requires but is not limited to answering calls/emails as well as imputing catering orders & venue events into our database, as well as pre-packing for events. This individual will be required to work some of our events on and off site on an as needed basis. This position will requires that you be available to work on some nights, weekends, and holidays especially during the UGA football season.

This pay for this position is $15 per hour with tips.

The office assistant will report to the Catering Director and will work closely with the catering manager as well as the operation manager.

**Requirements**

* Ability to deliver exceptional customer service in fast-paced environment
* Outstanding communication skills to include verbal and written
* Excellent organizational skills
* Outgoing personality
* Proficient multi-tasker
* Experience with Microsoft word, excel and databases
* Flexibility to work nights, weekends and holidays as needed
* Ability to stand for more than 1 hour at a minimum without sitting
* Valid Driver’s License with relatively clean driving record
* Ability to drive a long bed pickup truck

**Responsibilities**

* Make Catering Sales Calls
* Assist the catering director and manager by fielding customer calls and managing catering email account
* Schedule employees by event through our scheduling software
* Book events into catering software
* Communicate, in a timely manner, with catering clients regarding all aspects of their upcoming event
* Pre-Pack catered events
* Drive long bed truck and box truck to and from events on an as needed basis
* Lead catered events on an as needed basis