



Title: **Catering Sales Assistant / Coordinator**
USA – FLA – Fort Lauderdale Area

Contact: **Signature Grand**
deannamccutcheon@thesignaturegrand.com

Address: 6900 State Road 84, Davie, FL 33317

Job Level:

Education:

Compensation:

Description: Signature Grand is growing and progressive. We are seeking a **Catering Sales Assistant / Coordinator** to add to the busy sales team at this venue known to host some of South Florida's most prestigious events. This esteemed position includes working with Broward's most prominent community leaders, as well as, internal associates who possess the highest caliber of professionalism and talent.

Signature Grand, known for Elegant Weddings and Grand Social Occasions, hosts groups up to 2,000 in its 100,000 sq. ft., Mediterranean Mansion. Conveniently located in Central Broward County on the I-595 Express, Signature Grand proudly welcomes clients from the greater South Florida tri-county region, the nation and the globe.

Responsibilities and Skills:

- **Ability to multi-task in a fast-paced work environment**
- **Must possess computer skills including Word / Excel / Knowledge of Delphi is valued added**
- **Must present a professional appearance and enthusiastic demeanor**
- **Presents a warm and friendly welcome to clients and guests**
- **Ability to communicate effectively / professionally with clients, guests and team members**
- **Must be detailed oriented, organized and driven to accomplish assigned tasks by deadline**

- **Assignments will include BEO Formatting, Diagram Drafting and Daily / Weekly Schedule of Events and Distributions**
- **Requires attendance at BEO meetings with Directors, Executives and the General Manager**
- **Directly supports all Directors / Sales Team and General Manager**
- **Ensures that clients receive “Grand” customer service by exceeding expectations / positive survey results**
- **Performs general office duties to include hard copy and digital filing of documents / mailings / email communications / faxing and photocopies**
- **Ability to prepare documents / invoices / memos / letters/ financial reports by word processing**
- **Accurately completes projects as assigned by the Director of Sales and the Director of Catering**
- **Knowledgeable of office administration and organization**
- **Able to organize and maintain the official books and records**

Requirements:

- Presents a professional appearance and work ethic
- Computer literate / knowledge of Delphi is valued added
- Excellent verbal and written communication skills
- Ability to work effectively with Directors / Executives and Team Members
- Ability to operate standard office equipment
- Critical thinking and problem solving

This candidate should possess at least 3-years experience as an administrative assistant or coordinator in a high volume / fast paced hotel, resort, country club or event center

Please forward your resume in confidence to: DeAnna McCutcheon

Email: deannamccutcheon@thesignaturegrand.com

Direct Fax: (954) 424-2608 / Direct Line: (954) 424-4000 x214

Benefits Available:

- Competitive Salary
- Family Medical Insurance
- Dental and Vision Insurance
- Vacation, Holiday and PTO
- 401K Retirement Plan with Company matching
- Disability and Life Insurance
- AFLAC – Supplemental Insurance