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# Example of Catering Administrative Assistant Job Description

Our company is looking to fill the role of catering administrative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for catering administrative assistant

* Welcome visitors to the office by offering refreshments, directions, and other assistance
* Maintain reception area, conference rooms, and supply room
* Order food for internal and external meetings, board meetings, and other events
* Maintain order in kitchen, taking main responsibility for dishwasher and refrigerator use
* Prepares agendas, schedules, organizes meetings, conferences, teleconferences and travel
* Provides primary support with issue/need assessment to manage scheduled and unscheduled visitors and co-workers as required with their interaction with the Managing Director
* Ensures all administrative related/required needs are met to maximize the time and effectiveness for internal customers
* Works independently and self-directed within all areas of responsibilities to include special, non-recurring and ongoing projects
* Assist managers in special projects - , reports, menus
* Develops, implements and maintains departmental record-keeping and filing systems

## Qualifications for catering administrative assistant

* At least 1 year of previous administrative experience in a high-volume hotel
* Ability to display proper phone etiquette
* Food and beverage experience is required
* Must have the availability to work flexible hours
* Experience in supervising concessions or clubs
* Food service, hotel or hospitality experience in operations is strongly preferred