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# Example of Catering Administrative Assistant Job Description

Our growing company is looking to fill the role of catering administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for catering administrative assistant

* Assists in developing and monitoring departmental budgets, forecasts and financial activity by gathering appropriate reports and records, tracking expenditures, and identifying and resolving errors and discrepancies
* Receives and reads incoming correspondence, reports, memoranda and mail
* Regularly engages in a variety of contacts inside and outside the organization to obtain or relay information, arrange meetings, gather data, , often dealing with executives, medical staff or influential outsiders
* Orders and maintains office and/or medical supplies
* Assists in orientation and training of new clerical staff members
* Performs a variety of general secretarial and administrative duties such as medical transcription, copying, collating, running errands, assembling and distributing packets, mailings and memos
* Type and distribute all correspondence, including proposals, booking notices, letters, contracts, for assigned managers, ensuring that all correspondence is 100% accurate
* Provide support to the Director of Catering, Banquets and Conference Services
* Perform general office administrative tasks such as filing, answering phones and scheduling
* Process billing of client contracts (BEO)

## Qualifications for catering administrative assistant

* One to two years related hospitality experience and/or training preferred
* At least 1 year of high-volume administrative experience
* Working knowledge of proper phone etiquette, ability to handle multiple lines
* Ble to effectively communicate in English, in both written and oral forms
* Minimum 2 years experience in Sales/Catering department
* Proper phone etiquette, ability to handle multiple lines