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# Example of Catering Administrative Assistant Job Description

Our company is growing rapidly and is looking to fill the role of catering administrative assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for catering administrative assistant

* Type correspondence, proposals, and contracts (BEO) as directed by management using computers
* Distribute memos, contracts, resumes, room requests and amenities to relevant departments throughout the College
* Politely and professionally converse with clients
* Promptly respond to requests for information on College facilities and menus
* Screens and directs visitors, telephone calls, and mail
* Controls and organizes files for departmental Staff
* Provides timely retrieval of filed information as required
* Provides independent responses to general correspondence that pertains to general routine organizational activities and procedures
* Maintains appointment and activity calendars
* Process, edit, type and distribute transcription, meeting agendas, letters and other correspondence

## Qualifications for catering administrative assistant

* At least 1 year of experience in a similar administrative position
* Ablility to follow instructions thoroughly
* Ability to effectively and efficiently meet VIP's needs and expectations
* Food & Beverage knowledge is a plus
* Four years secretarial or administrative experience
* Excellent office management skills including word processing, composing correspondence, proofreading and maintaining filing system