Our company is growing rapidly and is searching for experienced candidates for the position of food & beverage assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for food & beverage assistant

- Handle cashiering duties in accordance with policies & procedures
- Acts as a "gate-keeper" for the VP F&B by managing calendars
- Composes all types of correspondence, documents, letters or presentations on behalf of the VP and the F&B team
- Overseeing and managing the travel arrangements and travel itineraries of the team
- Proactively maintain files and department common files and maintain department trace system (staff review dates, department conference calls, team meetings)
- Arranges or performs administrative functions for small to large-scale meetings or conferences on behalf of operations team
- Responsible for evaluating alternatives and making decisions regarding logistics and pricing for the room and audio-visual set-up, catering, meeting agenda and materials, and possibly travel arrangements for the participants
- Handles special reporting projects and requests, which could include presentations, monthly reports, budget schedules, accumulating data / information from team/department, when needed
- Basic administrative functions such as processing expenses for the team
- Support for other special projects as assigned

## Qualifications for food & beverage assistant

- 5+ years experience as Food and Beverage Manager in a 5 star Hotel environment with high volume banquet business and multiple venue operations
- University education or equivalent, hotel or business administration degree preferred
- Solid experience in food and beverage operations, sales and revenue growth and management, inventory control, cost control, budgeting, forecasting and capital expenditures
- Good working knowledge of Microsoft Office (MS Word, Excel, Access, Outlook)