



## Job Description

Position: **Sales & Event Coordinator Administrative Assistant**

- Staffing Events
- Staff Uniforms
  - Keep record of which shirts & hats each staff member owns
  - Ordering/inventory/management
- Service Staff Interviewing
  - Set up interviews with staff
  - Conduct 20-30 minute interviews with prospects
  - Put interviewee on event for shadow shift (begin to end of event)
- Confirmation Emails to Staff for Events
- Projects
- Fulfilling Event Food Signs
- Pack Lead Server Totes
- Unpack Lead Server Totes
- Check-in Linen Orders
- Bag and Organize Linens After Events
- Set-up/prep for Tastings
- Miscellaneous work/projects for the Event Coordinators as needed

Planned office work dates are Monday-Friday.

Saturday and/or Sunday availability via phone may be required if a staff member calls off of an event, the Administrative Assistant Event Coordinator is responsible for finding a replacement.

Hours: 30-40 hours per week during busy season (June - December)

Part time position during slow period (January - May) with possibility of more hours during slow season dependent of projects/events.