

Time for an exciting change? Work for the industry's best! Due to our tremendous growth, we are looking for an Event Coordinator to join our team! Our Event Coordinator is responsible working with our customers by helping plan, execute and organize their event. We ensure that we exceed our customers' expectations of our services.

As an Event Coordinator you will:

- Answer incoming phone calls
- Organize and coordinate event timeline ensuring that the service runs smoothly and efficiently
- Coordinate and oversee décor set-up
- Processing and receiving food orders in a timely manner
- Communicate with vendors, external suppliers, servers, kitchen and delivery staff
- Basic computer skills to enter orders and make changes
- Managing server schedules
- Maintain high person groom standards and professional demeanor
- Willing to help in any location when able to
- Other duties as assigned

Qualifications:

- Relevant prior experience preferred but not required
- Demonstrated skill in managing employees providing guidance and instruction at all levels
- High degree of honesty and integrity
- Ability to work independently, exercise judgement and take initiative with minimal direction and oversight
- Proven ability to work well in a team environment and evidence of collaborative skills to successfully complete projects
- Excellent verbal and written communication skills, attentive and timely in responses
- Ability to juggle multiple tasks simultaneously without getting flustered
- Collaborative and cooperative work style internally and externally with a "can do" attitude
- Excellent attendance record
- Excellent problem solver who sees solutions instead of obstacles

Full benefit package including: medical, dental and vision, free or reduced cost minor medical care program at a dedicated clinic, 401K, company provided uniforms, free food program and all work related materials.

Please apply at www.renardscatering.com and click on the WE'RE HIRING banner, and fill in the Event Coordinator application. Only candidates with a complete application will be considered.

We are an equal opportunity employer, with a competitive benefit package in a drug free workplace.