



Catering Sales Associate

**Our mission is to provide outstanding catering in the Philadelphia Area.
We accomplish this with our unified team of dedicated professionals.**

Core Values – *This is what our team is all about*

- **Positive** attitudes are contagious
- **Ethical** - Respect, honesty, and integrity with each other
- **Pride** in our products and service
- **Learn** and grow from our mistakes
- **Teamwork** nurtures a supportive and positive work environment

*Culture is everything to us! If you want to be part of a **positive, ethical, and proud team** and you are willing to **learn** and grow, we strongly encourage you to apply!*

Catering Sales Associate Key Responsibilities

- Answering phones and assisting customers with an upbeat attitude
- Develop rapport with customers
- Corresponding with customers via email
- Collaborate with clients to create great corporate events
- Menu planning
- Creating quotes and invoices in QuickBooks
- Maintain order/event calendar
- Organizing and filing
- Researching nutritional facts as needed
- Creating daily food labels for orders
- Proficient in Excel, Word, and Publisher
- Assisting with HR tasks

Hours: Monday- Friday, 9:00am-5:00pm. Must be flexible to occasionally switch days. Sometimes you may be required to work later during busy times and less during slow times. Estimated weekly hours – Approximately 35-40 hours per week

Compensation:

- Training - \$15.00/hour – Up to 6 weeks
- Hourly Rate - \$16.00/hour

60 Days

- Health Benefit (through Vitable.com)
- Paid Time Off - 52 hours/year
- 3 Paid Holidays
- 3 Paid Sick Days

6 Months

- Optional Benefits:
 - Life and Disability Insurances
 - Retirement Plan

1 Year

- Paid Maternity Leave – 2 weeks / Paternity Leave – 1 week