



A GROUP OF SMALL BUSINESSES WITH A **BIG VISION**

Event & Express Administrator (Part time/permanent)

Truffles Catering is in search of a client focused, detail oriented professional to join our team as an Event & Express Administrator!

As Victoria's premier culinary catering company, Truffles Catering takes fine dining and special events to the next level. Driven by a team of industry professionals, Truffles delivers premium quality and service to every aspect of an event from the menu and beverages, to the rentals, decor and entertainment for corporate events, weddings, office functions and other social occasions

You Enjoy...

- Using your eye for detail and your strong administrative skills to support our Event Planners with all aspects of catering events, including Express Catering and V2V orders
- Creating memorable and lasting guest experiences by being the first point of contact for our clients and providing outstanding customer service
- Using your brilliant people skills, combined with enthusiasm and organization, to connect with Event Planners and other team members to ensure flawless planning and execution of events
- Working in a fast-paced environment with a love of food and beverage
- Being part of a team of positive, high achievers who care about their guests and the company they are representing

You Have...

- Previous experience in an administrative role, ideally in events or banquets
- A warm, confident, and customer focused personality with a high-level attention to detail
- Strong organizational skills and a proficient understanding of Microsoft Office
- An ability to work on your own and with a team
- Superb presentation and guest service skills

We Offer...

- A dynamic work environment with great people
- A focus on ethical and sustainable business practices
- Cross-training, growth opportunities and staff discounting privileges with Truffles Group of partner business (www.trufflesgroup.com)
- Complimentary entry to community events
- Extended health and dental
- Paid volunteer days
- Donation matching

If this is you, let us know by forwarding your resume and cover letter to jannine@trufflescatering.net. Only those who qualify will be contacted.

The Truffles Group is a collection of rapidly growing businesses with a big vision. Locally owned and operated, we are a people-powered group of companies devoted to changing the way people think about Vancouver Island's hospitality, tourism and beverage retail industries.