



EVENTCATERERS

Catering and Events Office Manager

CGC Event Caterers is a long established caterer with decades of experience in the hospitality industry. We operate at venues of all sizes and have exclusivity at prominent sporting, entertainment and cultural locations across the UK. We are looking for an experienced and process driven Office Manager to take responsibility for a small team of Catering and Events Coordinators. The role will also take responsibility for the ongoing management of our newly installed Events Management software, companywide.

KEY AREAS OF RESPONSIBILITY

- Managing the day to day functions of the Catering and Events Office to oversee workloads, pinch points and most efficient allocation of resource
- Ownership and leadership of the recently implemented companywide Events Management Software, Events500. To include training, updates, overseeing and championing the system.
- Monitoring, understanding and adjusting the existing admin processes to ensure maximum efficiency within the Catering and Events Office
- Managing the team's holiday requests, sickness and absences
- Liaising regularly with relevant department heads to ensure their needs are met by the team
- Overseeing training, performance and development of individuals in the admin role
- Ensuring that team operates in a customer focused, efficient and compliant manner

SKILLS AND COMPETENCIES REQUIRED

- At least 3 years' experience in an Office Management role with demonstrable leadership skills
- Strong IT & MS Office Skills, plus;
- Experience in the implementation, leadership or championing of one or multiple software solutions
- High attention to detail, flexibility and adaptability
- An excellent communicator
- Experience of working in admin for an events and/or catering business is preferred
- Process driven

JOB TYPE

Full time - Monday-Friday, 8.30am-5.00pm, 37.5hpw
20 days holiday pa plus bank holidays

SALARY

£22,500 to £25,000 dependent on experience

LOCATION

CGC Event Caterers' Head Office
Garforth, Leeds, LS25 2JY

REPORTING TO

The Outside Catering Director

KEY CONTACT – Send your CV to:

Clare Mortiboys - Sales & Marketing Manager
clare.mortiboys@cgceventcaterers.co.uk
0113 287 6387

CLOSING DATE

Wednesday 24th April – 5.00pm