



EVENTCATERERS

Concessions Manager

Based at CGC Event Caterers Head Office, Garforth, Leeds

CGC Event Caterers is a long established caterer with many years 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 also the European Catering Division for [ASM Global](#), the world leader in the delivery of live entertainment and events. Our team ethos promotes a great environment for enjoyable work with daily variety. We are a large friendly local team and as part of ASM Global we offer superb career progression opportunities.

This is an exciting new role, based at our Head Office in Leeds. We are looking for an ambitious individual to look after our sub-contractors and mobile operators. The successful candidate will search for new business opportunities and help develop the division year on year.

KEY AREAS OF RESPONSIBILITY:

- Client liaison and siting of units at key venues including racecourses and agricultural shows.
- Deal with new operator enquiries.
- Ensure completion of contracts and payment schedules.
- Ensure documentation, due diligence, menus, images are all up to date and complete for each contract.
- Ensure figures are received and up to date from each of the contractors.
- Conduct audits on a regular basis assessing financial revenue, stocktakes, food safety, health and safety, quality control, staff presentation and provide reports.
- Supply contractors on a monthly basis with a statement of their account, commission invoice, and payment schedules are being met and facilitate collection of overdue invoices.
- Profit and loss reports.
- Provide monthly debtor reports and chase as required.
- Conduct detailed analysis of year on year sales and ASPH.

SKILLS & COMPETENCIES REQUIRED:

- Confident communicator, strong personality.
- Sales/audit experience.
- Minimum 2 years of experience in an administration role.
- Excellent organisational skills with the ability to complete tasks in a timely manner
- Quick learner.
- Competent user of Microsoft Office products; word, excel etc
- Attention to detail.
- Analytical skillset.
- Self-motivator.

REPORTING TO

Head of Outside Catering

JOB TYPE

Full time, permanent. To include some evening and weekend work.

KEY CONTACT – Send your CV to:

Clare Greenwood- Head of Outside Catering
clare.greenwood@cgceventcaterers.co.uk
07912 270 388

CLOSING DATE

18th February 2022