



Modern farm to table catering company in Glenside, PA (near Chestnut Hill) seeking a Catering Sales Assistant. Seedling & Sage Catering executes over 500+ off site events per year, specializing in hip events at barns, arboretums, distilleries and unique locations. We don't just create menus, we style events and, most important – We Make People Happy. Join this rapidly growing team now... lots of future growth opportunity!

POSITION:

Catering Sales Assistant (CSA)

DESCRIPTION:

The Catering Sales Assistant will support the event sales and operations teams in administrative aspects of the business from the client's first call through event operations. Our main goal is to exceed the expectations of our clients in customer service, quality of product, presentation and execution.

The CSA will assist with:

- Answering all event leads via phone, email and web
- Preparation of event orders, contracts and invoices as needed
- Meeting with clients as needed
- Off-site meetings: venue tours, final walk throughs, vendor liaison
- Attend industry meetings and networking events
- Social media, website updates, blogs
- General office administration- office supplies, event calendars, forecasts, etc.
- Support Catering Managers with event detail management, vendor orders, event pack outs
- Learn how to staff events through 'Nowsta' software

Requirements:

- Positive attitude with happy + creative energy
- College degree preferred
- Applicable majors: communications, marketing, entrepreneurial, sales, business, hotel + restaurant
- Previous experience in restaurants, or hospitality venues a plus
- Highly organized and detailed
- Independent self -starter with "do what it takes" attitude
- Passionate for food and events
- Caterease and Nowsta software knowledge a plus
- Proficient in MS Office, word press and social media management
- Drivers license and access to a car
- Nights, weekends as needed
- Ability to lift 30+ pounds

Company Benefits: Paid time off, health benefits

Reports to: Director of Catering

Please send resume and letter of interest to mmcdevitt@seedlingandsage.com. This is an immediate opening. Do not delay.