

Paid Internship

Position: Administrative Assistant

Location: Il Fornaio Catering
302 South Market Street
San Jose, CA

Internship Summary: The intern works with and provides support for the catering coordinators and management. This is a part time position, 3 days a week. Hours will typically be 8:00am to 4:00pm.

Overview of Duties:

- Answer and direct incoming calls to the appropriate manager or coordinator.
- Provide information and relay messages
- Maintain supply of catering menus for office and hotel front desk
- Prepare new files and keep filing system organized
- Distribute daily paperwork to hotel and necessary departments
- Charge client credit cards and deposit checks
- Input all charges in Gather and Excel spreadsheet
- Prepare and send deposit letters, thank you letters, receipts and invoices to clients
- Call on clients for confirmation of guest count guarantees and other event information
- Prepare and print daily reader board and room signs
- Prepare weekly packets of banquet event orders and distribute
- Communicate all changes to event information
- Maintain tracking system for evaluation forms
- Attend sales team meetings
- Attend weekly banquet event order review meeting with sales, banquet and chef teams
- Assist catering team with additional administrative tasks as needed

Requirements:

- Outstanding customer service skills
- Enthusiastic, self-motivated and responsible
- Ability to communicate clearly and professionally
- Ability to multi-task
- Excellent organizational skills
- Proficiency in Microsoft Word and Excel