

# Peachtree

Job Description | Event Coordinator

**Company Name:** Peachtree Catering and Events

**Relationships:** Reports directly to the Senior Event Coordinator and owner. Is supported by sales managers, and event coordinators and works closely with culinary, beverage, and operations departments.

## Position Summary

Peachtree Catering and Events, a catering and event production firm in Radnor, Pennsylvania, is looking for an Event Coordinator. Candidates must work with efficiency, professionalism, awareness & initiative. The individual should have a minimum of one year of experience in the hospitality industry. A graduate of an accredited college hospitality program is preferred. The events range from weddings and mitzvahs to corporate meetings and milestone events. The Event Coordinator becomes the client's liaison within our company. General office duties are required as well.

Please apply and submit your resume at [peachtreecatering.com/careers](http://peachtreecatering.com/careers)

## Responsibilities

- Managing and coordinating client relations and all details of an event after initial contract by the sales managers has been made
- Performing administrative tasks as part of the event coordination including: updating BEOs and planning documents, meeting with clients, devising floor plans, menus, and timelines, preparing bills, emailing documents, organizing event information for the rest of the team, following up with vendors, etc
- Manages emails and phone calls in a timely and professional manner
- Upselling add-on options to earn commission
- Managing vendor relationships
- Scheduling venue walk-throughs with clients
- Collaborating across departments and communicating with departments as event details change and evolve
- Participating in weekly and monthly internal repeat meetings
- Sourcing rentals and inventory needs
- Develop, implement, and monitor standards of service to ensure high quality of product and service is consistent and maintained
- Regularly evaluate all services offered and determine means by which to upgrade the quality of Peachtree's events
- Work closely with clients to ascertain desired services and suggest various ways to achieve desired results; follow through on key information learned during the coordination process
- Develop proficiency with Reserve Interactive software platform and prepare all necessary revisions
- Oversee and ensure proper billing standards for events
- Consult with Chef as needed to develop sophisticated menus for events and recommend refinements as business demands
- Respond to customer requests for menu and event design modifications to stay on trend
- Assist the team as business demands

## Qualifications

- Attention to detail and focus on customer service are a must
- It is expected that the right candidate will be a fast learner and will gain proficiency with industry-specific software programs within the first month of employment

- Strong written and verbal communication is key in this position
- Exceptional initiative, creativity, multi-tasking, negotiating, and listening skills
- Self-motivated, energetic, detail and deadline-oriented, and capable of working independently, with critical decision-making and problem-solving skills
- Basic office management skills including the ability to use phone, computer, scanner, printer, internet
- Ability to work extended hours which will include holidays, weekends, nights
- Demonstrate a professional attitude and appearance at all times

=====

Who we are – Stone Soup, Inc., is dedicated to setting new standards in service, cuisine, and employment experience. Our goal is to collaborate with talented hospitality professionals and offer opportunities to learn and grow within the industry. As part of that goal, we perform off-premise catering throughout the tri-state region as Peachtree Catering. Our exclusive venues include: Pomme, an 8000-square-foot contemporary clubhouse in Radnor on Philadelphia's Main Line; Parque, is a beautiful mansion in Ridley Creek State Park in Newtown Square; Portico is an enchanting venue at a Victorian mansion in Philadelphia; The Willows is an elegant venue in a scenic park on Philadelphia's Main Line. We are always in search of new opportunities. We seek inspired candidates who are passionate about food and the guest experience.