

THE INTERNATIONAL CENTRE

Position Title: Food & Beverage Administrator

For decades The International Centre has been home to Canada's largest and most popular events, offering superior service and inspired event solutions from our knowledgeable staff. With the addition of the new Conference Centre and state-of-the-art kitchen, The International Centre boasts an upscale atmosphere and an exceptional culinary experience.

Why The International Centre

We offer a competitive employment package and foster a dynamic work environment that provides individuals with the opportunity for career advancement and continuous training and development.

Job Summary

The **F&B Administrator**, is primarily responsible for providing administrative support to the Food & Beverage Manager, Banquet Manager and the Food & Beverage team.

Duties and Responsibilities

- Maintains the department's filing system and ensures internal documents are forwarded to appropriate departments.
- Works with Banquet and Retail managers to ensure that all charges are posted to client accounts and event plans are monitored for changes and requirements.
- Performs administrative duties such as composing correspondence and faxes, ordering supplies, photocopy and collate documents for distribution, mailing and filing, directing phone inquiries to the appropriate team members, setting appointments and managing the departmental calendars.
- Assists with new employee onboarding and ensures related paperwork is sent to Payroll in a timely manner.
- Maintains up to date master recipe workbooks
- Assists with maintenance of on-line purchasing systems
- Prepare vendor reports, invoice log and weekly produce price comparison
- Assist in monthly physical count of kitchen inventory
- Arrange for smallware's quote comparisons
- Maintain daily records of goods ordered and received
- Attends operational meetings and takes detailed minutes.
- Assists other areas of the kitchen such as inventory, purchasing, payroll, communicating menu changes.
- Prepares Weekly Discount Report - creates and send reports to Executive Chef and F&B Management.
- Assists with drafting reports on a monthly, quarterly, and annual basis and as necessary.
- Carries out tasks and assignments as assigned by management.

Working Conditions

- Willing to work occasional evenings and weekends as required.

Job Specifications and Qualifications

- Minimum of two (2) years' experience in an administrative position or similar experience.
- Prior experience with Ungerboeck EBMS system an asset.
- Energetic individual with an ability to multi-task and excel in a fast-paced environment.
- Excellent time management skills.
- Excellent Microsoft Office knowledge including Excel, Word, Outlook, PowerPoint.
- Ability to prioritize with strong data entry, analytical and communication skills
- Excellent written and verbal skills.
- Professional handling of confidential and sensitive information.
- Food & Beverage and/or hospitality experience an asset.

If you're interested in this position, **please email your resume to careers@internationalcentre.com, with the title of the position in the subject line, no later than **January 16, 2023****, for consideration. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted; all others will be kept for future opportunities.

The International Centre has an accommodation process in place which includes providing accommodations for our employees and applicants with disabilities. If you have a disability and require any special accommodations, please let us know as soon as possible so that we can make arrangements required to ensure your needs are accommodated. We are committed to a barrier free workplace.

Disclaimer: This job description is not intended to be all inclusive. The International Centre reserves the right to revise or change job duties.