

JOB POSTING

Position: **F&B Administrative Assistant**

Reports to: Director of Food & Beverage

Date Posted: June 20, 2024

Overview

The role of the F&B Administrative Assistant will support the assigned administrative needs for the Food & Beverage department as defined by the Hotel General Manager, the Director of Food & Beverage, and the Director of Finance. The F&B Administrative Assistant will provide crucial support to the Food & Beverage department by managing administrative tasks efficiently and ensuring smooth operations. The ideal candidate will possess exceptional organizational skills, strong communication abilities and a passion for delivering exceptional service.

DUTIES:

- Assist in the daily administrative tasks of the Food & Beverage department, including but not limited to filing, data entry, and maintaining departmental records.
- Complete monthly food inventory and related reporting with the Hotel Chefs.
- Place routine food orders with select vendors on behalf of Hotel Chefs.
- Manage incoming invoices for approval and submission to accounting.
- Maintains pricing data as part of Procurement Projects.
- Prepares F&B Meeting Agendas; attending and preparing meeting minutes for follow up.
- Copies and distributes reports, schedules and mail, tracks information for reporting purposes.
- Orders administrative supplies and maintains par for department.
- Process payroll for F&B department including submitting and filing approved vacation forms.
- Payroll Analysis Reporting
- Green Key Initiative Project Support
- Performs other duties as assigned.

REQUIREMENTS:

- One (1) to two (2) years clerical or general office experience preferred.
- Proficient in Microsoft Word, Excel, and PowerPoint
- Data Entry and Spread sheet preparation.
- Previous experience in a first-class, medium to large hotel preferred.
- Previous food and beverage experience preferred.
- Must legally be allowed to work in Canada at time of application.
- Must be able to effectively communicate in English (read/write/speak), an additional language an asset.
- Flexibility with schedule ex: must be able to work a month end (even if it falls on a Sunday/holiday).

EDUCATION REQUIREMENTS:

- High School Diploma or General Education Diploma required.
- College degree in Business Administration preferred.

Qualified applicants are invited to forward their **cover letter, resume and salary expectations** to hr@fortgarryhotel.com

Commitment to Diversity & Inclusion:

The Fort Garry Hotel is an inclusive company, and our ambition is to attract, recruit and promote diverse talent. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.