



Sales & Events Assistant

Full Time – Hourly

The Sales and Events Assistant reports to
the **Sales and Events Team Manager**.

Sales Assistant

Approximately 20-30 hours/week

- Assist in all aspects of selling, detailing, and executing events
- Assist Event Specialist in internal and external communication including but not limited to; inquiry follow up, client and vendor calls, creating, detailing & revising proposals, and post event thank you and follow up emails
- Attend site visits and vendor meetings on behalf of Event Specialist
- Set up and confirm initial and final planning client meetings
- Input, print, scan, send, and upload important documents including but not limited to; floorplans, final planning guides, meal charts, timelines, and rental orders
- Client follow up on current outstanding proposals based on deposit due dates
- Send weekly client feedback email to internal departments
- Act as rental liaison, establishing vendor relationships, placing orders and tracking invoices
- Event coordinator for community food production

Event Manager

Approximately 10-20 hours/week

- Contact & communicate with Event Specialist to understand client expectations and event needs
- Write and send detailed email regarding each event to all scheduled staff
- Utilize event information to formulate a plan of service
- Complete equipment & food expos with attention to detail
- Delegate tasks and organize staff onsite for efficient and seamless hospitality
- Communicate with venue management and lead bar during the event
- Maintain a calm demeanor from start to finish
- Approach challenges proactively with a positive attitude.

- Train new staff on site and provide constructive feedback in real time

Company Representation

- Attend trade shows and social events as a representative of Chowgirls in an effort to capture increased business
- Present a calm, positive and professional attitude
- Attend and actively participate in all required company meetings

Human Resources

- Keep all Chowgirls information confidential, including internal documents, policies, procedures, recipes and client/venue/vendor information
- Maintain employee privacy at all times
- Promote Chowgirls in a positive light at the office and in the community
- General knowledge of Chowgirls history, values, vision, etc