



## Catering Event Designer

Full-time

*Position available. Posted on 9.22.16*

À la Carte Catering + Event Design is an award-winning, premier caterer, featuring locally inspired menus and delicious fresh seasonal food. We serve clients in and around the Metro Washington DC area. Our associates deliver highly personalized creative services for weddings, corporate events, and social occasions and celebrations.

À la Carte is growing and is seeking a dynamic, experienced catering Event Designer. The individual must be capable of managing a portfolio of clients from one or more sales people. The designer should be conversant in event planning and the hospitality industry. You should enjoy collaboration with a diverse team of vibrant and talented people devoted to service excellence for our clients.

### Responsibilities include:

- Conduct venue inspections.
- Advise sales on menus and menu presentation from our extensive library which meet their event/theme goals.
- Manage intricate business with considerable customer expectations.
- Manage meetings, in-house tastings, and off-site visits
- Recommend vendors and venues from music to tenting and vineyards to mansions.
- Source out new vendors and stay apprised of trends in table setting, décor, lighting, food, color palettes, vessels and event activities and experiences.
- Strengthen relationships with existing and new customers to enable future bookings.
- Active in sales efforts at trade shows, from prospect capture through follow-up.
- Educate and guide clients with no catering experience, manage and exceed expectations.

### Requirements include:

- Work without direct supervision and with your team to fulfill our client's needs
- Capable of prioritizing and organizing work assignments
- Think clearly and objectively analyze and resolve a client concern
- Understand the how and why we must focus on the details

### Education and experience:

- College or University graduate preferred
- Previous sales experience, event planning, restaurant, catering, hospitality experience, and formal dining, 1 year
- Understanding industry terminology
- Experience with Caterease™, Total Party Planner™ or other catering software is a major plus
- Proficiency with Microsoft Word, Excel, and Outlook is required as well as experience in social media

### Benefits:

- Salary: Commensurate with Experience
- Bonuses
- Medical Plan
- Paid Time Off
- Great Food