



Job Title: Staffing Coordinator

Position Requirements:

Challenging and rewarding position for a bi-lingual (English/Spanish) individual who can manage the event staffing and time and attendance functions for a catering company. Position entails sourcing, interviewing and hiring candidates, training, monitoring of staff performance at events, troubleshooting timekeeping system issues, reconciling time in/timeout reports in preparation for payroll, and other related activities. Candidates should have an excellent work ethic, strong interpersonal skills, and be able to manage fairly but firmly with an eye for the company's bottom line.

We are a well-known company serving both corporate and private clients in the DC Metro area. Employees enjoy a unique, family culture, competitive wages, health, dental and vision insurance, PTO, 401k. We are an Equal Opportunity Employer.

If you are interested in this position, we want to hear from you. Please forward a cover letter and resume to: marketing@purpleonioncatering.com.