

Job Posting for **Event Sales Assistant**

Purple Onion Catering Company's simple goal is to provide exceptional food and service to the Washington, D.C., Metro Area. Our passion-driven staff create and deliver visually-stunning custom events that are both personal and memorable. Each member of our team is key to this goal.

Currently, we are seeking an **Event Sales Assistant** to handle sales administration duties for one of our Senior Event Designers. Typical duties would be:

- Data entry into catering software,
- Maintaining calendars for tasting and walkthrough appointments,
- Following up with clients,
- Updating events,
- Working with event venues and vendors,
- Coordinating with kitchen and delivery staff, and
- Running weekend events.

To be successful in this role you should

- Have experience with, or exposure to, event planning and/or full-service catering.
- Possess computer skills and the ability to learn new software programs.
- Exhibit attention to detail and the ability to work in a fast paced, lively environment.
- Think creatively, be positive, show initiative and have a can-do attitude.
- Be able to coordinate with staff in and out of your department.
- Have reliable transportation.

Purple Onion Catering Company is an Equal Opportunity Employer. We offer Health, Dental, and Vision insurance programs, 401k, Paid Time Off and Paid Holidays to our Full Time Regular employees after respective wait times.