



FULL SERVICE CUSTOM CATERING

400 E Royal Lane, Ste 104, Irving, TX 75039
Telephone: 972-401-4777 Fax: 972-401-4776

We're looking

Event /Wedding Coordinator

This position handles all aspects of prospective client's events including

Marketing and sourcing clients

Conduct Initial consultations

Conduct Venue previews, communicate and coordinate venue arrangements

Creating and Managing Event Sales Quotes outlining all the event details and changes

Coordinate Event Services arrangements (flowers, rentals, entertainment, etc.)

Manage event Staffing schedules

Communicate all the event details with Operations

Must be organized, have previous food and beverage experience, an eye for detail, above average computer skills and outstanding customer service skills. Being able to work under pressure, posses, and handle multiple priorities is a must. In-town travel is required so access to a dependable vehicle is necessary.

Corporate Sales Representative

This position is responsible for maintaining a solid customer base of corporate catering clients and managing them through our CRM software. Taking customers orders, making suggested changes, processing the order and order follow up is expected. This position is based out of our office in Irving but some off-site travel will be required. Strong networking skills, customer sourcing, marketing and customer service and telephone skills are required. Computer skills are necessary and some food and beverage, or catering experience is helpful. Some night and weekend work may be required.

Please send your resume to:

Pam@aspencatering.com with Applicant on the subject line

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