



MINTAHOE

CATERING & EVENTS

AWARD-WINNING MINTAHOE CATERING & EVENTS IS THE LARGEST PRIVATELY OWNED CATERING COMPANY IN MINNESOTA WITH OVER 25 YEARS OF EXPERIENCE IN THE INDUSTRY. OUR TEAM PROFESSIONALLY CATERS THOUSANDS OF EVENTS EACH YEAR WITH OUR FOUR CATERING DIVISIONS AND NINE EXCLUSIVE VENUES! IF YOU'RE AWESOME, YOU WILL FIT RIGHT IN.

OFFICE ADMINISTRATOR

FULL-TIME, ENTRY LEVEL POSITION WITH EXCELLENT BENEFITS

RESPONSIBILITIES

- COORDINATE OFFICE ACTIVITIES SUCH AS SCHEDULING MEETING SPACES, PREPARING MEETING NOTES, MEMOS & OTHER COMMUNICATIONS
- ANSWER AND DIRECT ANY INCOMING PHONE CALLS AND OTHER CORRESPONDENCES
- GREET AND ASSIST ANY VISITORS COMING INTO THE BUILDING
- PROVIDE CALLERS WITH GENERAL INFORMATION ABOUT OUR SIGNATURE VENUES AND CATERING SERVICES
- CREATE AND UPDATE DOOR BADGES FOR MINTAHOE EMPLOYEES AND OTHER OFFICE TENANTS
- RUN AND SUBMIT REPORTS TO SALES TEAM, OPERATIONS TEAM, ACCOUNTING, AND VENUE SET-UP CREW
- INVENTORY AND ORDER ANY OFFICE SUPPLIES NEEDED

REQUIREMENTS

- PREVIOUS EXPERIENCE IN A PROFESSIONAL OFFICE SETTING OR RELEVANT ROLE
- OUTSTANDING COMMUNICATION AND INTERPERSONAL ABILITIES WHILE INTERACTING WITH EMPLOYEES AND GUESTS
- GREAT ATTITUDE AND WILLINGNESS TO LEARN NEW SKILLS
- EXCELLENT ORGANIZATIONAL AND LEADERSHIP SKILLS
- INTERMEDIATE MICROSOFT EXCEL, WORD AND OUTLOOK SKILLS REQUIRED
- PROFESSIONAL APPEARANCE AND DEMEANOR ARE A MUST
- ASSIST IN ALL OTHER OFFICE NEEDS TO ENSURE IT RUNS EFFICIENTLY AND EFFECTIVELY

IF YOU THINK YOU'RE THE RIGHT FIT FOR OUR HARD-WORKING & ENTHUSIASTIC TEAM, PLEASE SEND YOUR RESUME TO
EMPLOYMENT@MINTAHOE.COM

