

Position Openings

Executive Event Planning & Decorator I & II Per Diem

This person is responsible for organizing corporate or private events for companies or individuals under the direction of the owners. Their duties include meeting with clients to discuss their needs, maintaining partnerships with vendors and caterers overseeing the set-up, execution and cleanup of event.

Qualifications

Must have an Associate Degree or Technical Certification in Hospitality & Restaurants Management.

Bilingual (Spanish & English) Optional

4 years in physical and verbal customer service

2 years Quickbooks Essential

2 Years Microsoft Office (Excel & Documents)

4 Years Event Decorating & Designing

The ability to work at least 2 consecutive days on a project.

The ability to travel at least 30% - 50% on a project with a reliable car.

- Be a motivated self-starter on projects
- Excellent communication and interpersonal skills
- Understand how to negotiate contracts with the clients and service vendors
- The ability to multitask efficiently
- Can manage a working staff with patience and respect
- Creative thinking and problem solving.

Food Assistant & Serving Coordinators - Per Diem

This person will work under the Executive Chef/Owner and will be responsible for prepping food, managing inventor, and preparing food for our catering events.

Qualifications

Must have a food handler certification – We offer a “*Food Certification Exam*”

2 years of physical & verbal customer service

Must obtain a High School Diploma or GED

- Must be able to select the best prices for product and services
- Must be able to multitask efficiently
- Must understand how to stock, price and manage inventory
- Must be available to prep food for up to 2 days on an event

We Offer:

Competitive Salary

W2- for salaries over \$600.00

Paid- Travel expense for client meetings, lodging, meals for events.

No Medical Benefits

* Please send resumes to: ribbonsevents@gmail.com