

Operations + Administration supervisor

About the Role

We are currently looking for a full time **Operations and Administration supervisor** to join our catering and meal delivery business. The right candidate will need to be passionate, driven, autonomous, enthusiastic and a team player who has excellent resolution skills, people and communication skills.

Operations Responsibilities include:

- Support to the business manager (In a PA role)
- Co-ordinate and supervise the operational team for our food delivery business.
- Manage inventory tracking to reflect receiving deliveries, stock levels, freezer stock take, packaging levels and ordering.
- Weekly co-ordination of deliveries including run downloads, delivery run sorting, packaging of product and monitoring deliveries.
- Communication with chefs daily

Administration tasks include:

- Taking calls and answering enquiries for both our food delivery and events business
- Updating, editing and loading of our website (training provided)
- Weekly newsletter content + social media content creation
- Menu setup and editing (word and excel skills essential) gift certificate setup and promotional material.

Qualifications and Skills:

- minimum 2 years+ experience in distribution and/or hospitality environment preferred.
- Excellent communication skills both written and verbal
- Process driven and logical thinker with the ability to think outside the box
- Ability to lead a diverse team
- Initiative to construct new processes in addition to implementation/enhancement of existing process structure
- Ability to effectively balance of conflicting priority and multi-task to secure compliance with deadlines

No Agencies please. Only successful applicants will be contacted. Mandatory unrestricted permanent working rights.

Please send Cover letter and resume to kateringathome@katering.com.au