

Lilly's On The Lake

Administrative Position Job Description

We are looking for happy, positive, optimistic personalities to grow with our business!

We are looking for a multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors at the restaurant by being a helpful and positive presence in the workplace.

We are looking for someone professional, polite, and attentive while also being accurate.

They should always be prepared and responsive, willing to meet each challenge directly.

Administrative Assistants must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, Administrative

Assistants should have a genuine desire to meet the needs of others.

Responsibilities:

- Handling office tasks, such as filing, generating reports, setting up reservations and reordering supplies.
- Using computers to complete inventory and onboard new hires
- Greet and assist visitors.
- Check boards and other needs of the restaurant
- Maintain polite and professional communication via phone, e-mail, and mail.
- Deal with accounting and budgeting matters, ensuring that all services for and by the restaurant are properly paid for and that there is enough money to pay for all wages and supplies.
- Ordering food and beverages on the menu, accounting for equipment maintenance and making sure all needed supplies are in stock.
- Motivate and encourage employees to ensure a well-operating restaurant.
- Monitoring employee performance once they are trained.
- Calculating future needs in kitchenware and equipment and placing orders, as needed.
- Managing and storing vendors' contracts and invoices
- Overseeing restaurant staff performance, ensuring quality dining
- Coordinate communication between front of the house and back of the house staff
- Supervise kitchen and wait staff and provide assistance, as needed
- Keep detailed records of daily, weekly and monthly costs and revenues
- Arrange for new employees' proper onboarding (scheduling training and ordering uniforms)
- Monitor compliance with safety and hygiene regulations
- Gather guests' feedback and recommend improvements to our menus

Administrative Assistant Requirements:

- Serve Safe/Food Handler Certified
- Familiarity with restaurant management software, like Micros
- Good math and reporting skills
- Customer service attitude
- Communication and team management abilities
- Availability to work within opening hours (e.g. evenings, holidays, weekends)
- High school diploma; additional certification in hospitality is a plus
- Prior administrative experience.
- Attention to detail and multitasking.
- Desire to be proactive and create a positive experience for others.