



Job Description

Job Title: Logistics Coordinator	Position Type: Non-exempt
Reports to: Team Lead	Job Status: Full-Time

Job Summary: This position's main responsibility is to ensure the success of our events to our guests' satisfaction. Coordination, communication, and constant customer service is pivotal to success.

Typical Hours:

- Full-time with flexibility. Most events occur over weekends and will need to be available as needed. Will be paid hourly with 30-40 hours per week expected.

Job Duties:

- Ensure guest satisfaction for all events.
- On-site for major events to be the main point of contact for customers.
- Establish and maintain relationships with event planners, clients, and venues.
- Manage events and address potential problems that may arise.
- Schedule required staffing for events.
- Schedule delivery team to ensure setup goes smoothly.
- Coordinate with bakery staff to ensure obligations are met.
- Maintain a working knowledge of event and catering stations.
- Grow sales through customer service, marketing, and Bella Christie's standards.
- Order from approved vendors and maintain inventory as needed.
- Hire, manage, and train event and delivery teams.
- Responsible for maintenance of catering equipment and storage garage cleanliness.
- Cross train with front counter team to assist in packaging prior to delivery/pickup

Supervision: Able to work in a team environment but also willing to perform job duties with minimum supervision

Knowledge/Skills/Abilities required:

- Must have strong computer knowledge including Word, Excel, Outlook and PowerPoint
- Must be well-organized and able to work under stress.
- Ability to work independently with little direction or follow-up.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.
- Good interpersonal skills that include the ability to effectively communicate in both writing and verbally.
- Excellent written, proofreading, and verbal communication skills
- Must be detail oriented, organized, and can multi-task.
- Prior event management experience preferred.
- Ability to demonstrate supportive relationships with peers, vendors, and upper management.



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- Must be flexible with a 'can do' attitude and have the ability to remain professional under high pressure situations.
- Ability to retain and protect confidential material.

Physical Requirements:

- Bending, stooping, twisting, leaning forward often.
- Hands frequently exposed to water.
- Must be able to lift up to 50 lbs.

Education/Experience Requirements:

- Driver's License Required.
- High School Diploma Required.
- Three years of industry experience preferred.
- English fluency required.