



# EAT *to the* BEAT

CATERING HEADLINERS SINCE 1984

Position Description	
Job Title	Account Manager
Reporting to	Global Operations Director
Location	Aston Clinton Head Office
Scope of Role	As an Account Manager for Eat to the Beat, you will be responsible for the overall operation of ETTB catering events from enquiry to event completion, building your own portfolio of clients.
Key Responsibilities	<ol style="list-style-type: none"> <li>1) Proactively pursue new business</li> <li>2) Build relationships with clients to secure repeat business.</li> <li>3) Manage all contact with our clients from enquiry to event completion, including: <ul style="list-style-type: none"> <li>• Preparing quotations / presentations which ensure adequate profit margins whilst remaining competitive.</li> <li>• Booking crew based on necessary staffing levels per event (Updating Work schedules, issuing PO's)</li> <li>• Organising and managing all event logistics (such as scheduling necessary equipment, booking trucking, accommodation, and any other operational and administrative event related tasks).</li> <li>• Regularly attend events and be available on the phone during events, including evenings and weekends.</li> <li>• Internal communication within Global Infusion Group to liaise with GIG, the warehouse, accounts team and health and safety departments.</li> </ul> </li> <li>4) Post event, authorise and check sub-contractor invoices, before submitting to the Global Operations Director for approval.</li> <li>5) Review and analyse account P&amp;L's with Global Operations Director.</li> </ol> <p>Any other reasonable related duties as required.</p>
Essential Knowledge & Qualifications	<ul style="list-style-type: none"> <li>• Food hygiene Level 2 or above</li> <li>• Full UK driving license</li> <li>• Knowledge of catering equipment, power, water &amp; drainage</li> <li>• Knowledge of regular UK venues</li> <li>• Basic knowledge of truck weight limits and drivers' hours etc.</li> </ul>

Global Infusion Group confirms its commitment to *equality of opportunity* in all areas of its work. All individuals will be treated in a fair and *equal* manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability, or sexual orientation.

As occupant of this role, I have noted the details in this document are an accurate statement of duties, responsibilities, and other requirements of the position.

Approved by (employee signature):		Please print name		Date:	
Approved by (manager signature):		Please print name		Date:	



