August 10, 2017

Administrative Support Coordinator - UAS 1518
Golden Eagle Hospitality

Salary Range: $20.00 - $22.00/ Hourly

Work Schedule: Full-time, Monday – Friday, 8:00 am – 5:00 pm; non-exempt position. Employment is contingent upon availability of funds. This position is eligible for benefits.

Essential Functions: The Administrative Support Coordinator will function as a multipurpose employee able to perform administrative tasks. The candidate for this position must be able to adhere to an extremely high set of customer service standards, provide billing support, and be proficient in basic computer functions. The position reports to the Executive Chef and Food Service Director.

40% Billing preparation and verification of all Banquet Event Orders. Contacting departments to obtain required billing information to complete the billing process. Resolving client-based and internal billing and reporting issues. Scanning of all customer documents needed for billing purposes, and provide to Business Financial Services (BFS).

20% Depositing and recording all payments in the Caterease System and completing necessary tasks accordingly. Assisting with entry of orders, change requests, and correction of orders on the Caterease System. Daily reconciliations with University Auxiliary Services accounting of retail store sales.

10% Reporting weekly internal update and contracting clients with the intention to fulfill unpaid invoices. Populate and distribute daily sales reports for all Golden Eagle Hospitality (GEH), food service locations.

15% Obtaining payment from client or financial analyst and then sending required documentation to Business Financial Services (BFS). Keeping up to date on BFS requirements and ability to adjust to changing protocol. Organizing and keeping all hard copy files for all catering events in chronological order.

10% Greeting students, faculty, staff and off-site clientele. Answering GEH mainline to provide customer service/sales in the absence of sales representative. Communicating changes, issues, new, revised orders with GEH staff. Establishing point-of-contact relationships with client payment and reporting offices.

5% Performing other duties as assigned.

Requirements: The successful candidate will be a self-starter with education equivalent to a two year college degree, with three years of general office experience which includes at least two years of experience in accounting and billing, and the ability to maintain a positive and cooperative attitude in dealing with staff, co-workers, customers, and the campus community. Knowledgeable with the Caterease system and confidence in Microsoft Office software; confidence in understanding, interpreting, and communicating procedures, policies, and instructions. Possess strong communication and customer service skills. Demonstrate an interest and an ability to work in a multi-cultural/multi-ethnic environment.
Review of applications will begin August 17, 2017 and will continue until the position is filled; however, the recruitment may close when an adequate number of qualified applications are received. A completed UAS employment application is required.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

Cal State LA University Auxiliary Services, Inc. is an equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state or local law.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.