



## **Job Title: Administrative Assistant / Receptionist**

Espetus Churrascaria, the leading Brazilian Steak House in the Bay Area is now hiring Administrative Assistant!

Category/Occupation: Administrative Assistant  
Status: Full-time (M-F; 9am – 5pm), including holidays.

### **Who We Are:**

Espetus Churrascaria isn't just the leading Brazilian Steak House in the Bay Area; we're an experience. We bring the authentic Gaucho tradition of Southern Brazil to our guests, centered on our passion for service, quality, and community. We're a passionate, tight-knit team looking for a dedicated professional to be the central hub of our office.

Our work environment is a unique blend of a modern office setting and the vibrant energy of a top-tier restaurant. And yes, there's delicious food!

### **Who You Are:**

You're a proactive, reliable, and organized professional who thrives on being the go-to person. You are a self-starter and a fast learner with a positive attitude. You're just as comfortable managing a busy phone line as you are drafting a contract and closing a sale. You excel in a dynamic environment where you can support a diverse team and contribute directly to our success.

### **The Role:**

As our Administrative Assistant / Receptionist, you will be the organizational backbone and first impression of our company. You will work closely with the General Manager, Marketing & Events Manager, HR Coordinator, and Bookkeeper, providing essential support and ensuring our office runs with flawless efficiency.

### **A Glimpse of Your Responsibilities:**

- Be the Face & Voice of Espetus:
  - Greet and direct all office visitors with a welcoming and professional demeanor.
  - Manage the main office telephone with a positive attitude, book and confirm individual reservations for our two locations, and direct messages to the appropriate staff.



- Provide Key Administrative & Financial Support:
  - Assist in processing credit card retrieval requests, filing all receipts and documents accordingly.
  - Prepare correspondence, reports, and materials for meetings, and take meeting minutes.
  - Maintain highly organized physical and digital files, including confidential personnel records.
- Manage Office Operations:
  - Be the expert on our office equipment; operate and assist others with machines like printers, scanners, and phones.
  - Perform basic maintenance and troubleshooting for office technology, including the alarm system and cameras.
  - Handle all incoming and outgoing mail and packages and run occasional office errands.
- Assist with Marketing & Other Projects:
  - Support our marketing efforts by helping with social media content, email campaigns, and other outreach.
  - Embrace new challenges! This role is constantly evolving, and you'll have the opportunity to take on new projects and grow with the company.
- Assist with Group & Event Bookings:
  - Serve as the primary point of contact for all group reservation and private event inquiries.
  - Promptly reply to all incoming leads and professionally communicate with clients to plan their events.
  - Create, send, and manage contracts for all group bookings.
  - Securely book, confirm, and manage all group reservations in our system from start to finish.

#### What You'll Bring to the Table:

- Must be 18 years of age or older.
- One or more years of experience as an administrative assistant and/or experience in the service or food and beverage industry.
- Excellent written and verbal communication skills in English.
- Strong basic mathematical skills for handling receipts and other administrative tasks.
- Proficiency with Google Drive (Docs, Sheets) and Microsoft Office (Word, Excel).
- A professional, can-do attitude, with the ability to remain calm and composed under pressure.
- Exceptional organizational, time-management, and problem-solving skills.



#### What We Offer:

- Status: Full-time (Monday - Friday, 9:00 am – 5:00 pm), including holidays.
- Pay: Starting at \$21 per hour.
- A comprehensive benefits package, including:
  - Health, and Dental Insurance
  - 401(k) Retirement Plan with company matching
  - Employee Assistance Program
- Delicious staff meals provided!

#### The Important Details:

Espetus is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our hiring decisions are based on personal merit, qualifications, experience, and job performance.

This job description is intended to provide a general overview of the position. It is not an exhaustive list of all duties, responsibilities, or requirements. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Ready to join the Espetus family? Apply today!