**Your Role**

The Catering + Event Services Manager will supervise daily catering and event operations in the Gensler Washington, DC office and serve as the primary liaison with internal and external groups to facilitate a variety of special events and executive client meetings.

**What You Will Do**

* Partner with Office Services team to ensure all meeting spaces are well maintained to project a clean, organized, clutter-free appearance and professional environment at all times.
* Partner with internal clients on menu concepts to arrange all catering details to ensure all special requests are met.
* Review the conference room reservation schedule throughout the day and monitor any ad-hoc requests.
* Ensure timely setup and breakdown of high volume of meetings with requested food and beverages.
* Partner with Office Services for internal and external events, managing F&B requirements including menu, event proposals, timelines and budgets.
* Ensure Office Services team manage inventory of all Pantry items.
* Reconciling of Pcard
* Maintain a professional and courteous interface with clients and staff.

**Your Qualifications**

* Bachelor’s degree or equivalent trade school diploma
* 5+ years corporate catering management experience in a professional service firm preferred.Hours – the regular schedule hours are 9:00am – 6:00pm with flexibility.  Depending on the meetings and events, there may be early mornings, evenings and occasional weekend hours required.
* Strong written and verbal communication skills to effectively interact with all levels of management and staff.
* Ability to manage in a diverse environment with high focus on client and customer service.
* Strong organizational and time management skills.
* Ability to manage multiple tasks simultaneously.
* Proficiency in Microsoft Office application is required.

**Life at Gensler**

At Gensler, we are as committed to enjoying life as we are to delivering best-in-class design. From curated art exhibits to internal design competitions to “Well-being Awareness Week,” our offices reflect our people’s diverse interests.

We encourage every person at Gensler to lead a healthy and balanced life. Our comprehensive benefits include medical, dental, vision, disability, wellness programs, flex spending, paid holidays, and paid time off. We also offer a 401k, profit sharing, employee stock ownership, and twice annual bonus opportunities. Our annual base salary range has been established based on local markets.

As part of the firm’s commitment to licensure and professional development, Gensler offers reimbursement for certain professional licenses and associated renewals and exam fees. In addition, we reimburse tuition for certain eligible programs or classes. We view our professional development programs as strategic investments in our future.