



Multi-tasking Personal Assistant to Matteo

Established in 1994, Matteo's is just past the Bohemian enclave of Melbourne's famous 'Brunswick St', in North Fitzroy. We can cater for up to 200 guests with a mix of degustation, A La Carte and events.

The search now begins to fill the position held by my most-trusted PA of over 14 years, as she prepares to move up North to a warmer climate in July. More than a PA, she also handled all bookings & event enquiries, payroll & accounts, HR/IR, staff counsellor and MUCH more. Her last task before she leaves is to help me find and train a replacement.

I'm looking for someone who won't be daunted by our previous awards, accolades and Chefs Hats; *39 hats over the last 23 years!* Our team strives for excellence in product and guest experience, and I need someone to maintain and build on our success.

I invite you to send in your resume if you're interested in filling these HUGE shoes to matteo@matteos.com.au

#longservice #herveybay #myleftarm #retirement

Matteo Pignatelli

Matteo's Restaurant
533 Brunswick Street,
North Fitzroy, 3068

[+61 3] 948 111 77

matteo@matteos.com.au



good food
GUIDE 2018

AWARD WINNER
1996 ~ 2018

SAVOUR
AUSTRALIA

ACCREDITED
RESTAURANT



Multi-tasking Personal Assistant to Matteo

Position:

- Day to day administrative responsibilities of the restaurant
- Handle reservations & event enquiries
- Liaise & assist Restaurant Manager & Head Chef
- Ensuring compliance with statutory obligations/regulations
- Work side by side with owner & taking responsibility in his absence
- Assist with Payroll, HR & IR

Essential Skills/experience required

- Excellent written and oral communication skills;
- Good office computer skills, (knowledge of MYOB software an advantage);
- Good organisational and time management skills;
- Restaurant/Hospitality experience
- Excellent interpersonal skills;
- Ability to work under pressure;
- Ability to work with your own initiative;
- Honest and reliable;
- Attention to detail; [OCD is a good thing]
- Flexibility and adaptability to juggle a range of different tasks
- Discretion and an understanding of confidentiality issues.

Bonus Skills/Attributes

- Waiting, barista or kitchen experience
- Menu writing terminology
- Possess a current drivers licence
- Event Marketing experience
- Social media skills; Facebook, Instagram, WeChat
- Understanding of Mandarin language
- Calm and professional personality, thrives under pressure in a busy environment

Offer

- Monday to Friday
- Full Time – 38hrs per week
- Avoid the traffic with 9:30am starts [negotiable]
- Salary Range – Starting \$48,000 – \$60,000 [super included]
- The support of an existing experienced, stable & committed team
- Security of an established & respected business

If you are the professional I'm looking for, please submit your application to matteo@matteos.com.au

If you think your skills might be better suited to another role within our team, feel free to send us your resume also. We are always looking for great people.