



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.



Detailed overview of duties

PHONES & RESERVATIONS

- Answer and deal with all incoming phone calls, screen calls where necessary for Matteo
- Record reservations via phone, email & website

MORNING SETUP

- Morning unlock [9:30am]
- Settle cash register from previous evenings takings
- Enter daily sales in spreadsheet
- Check bank to reconcile EFTPOS machines
- Preparation of run lists, etc for lunch & dinner service
- Update kitchen on daily numbers for the week ahead, including events
- Accepting deliveries if kitchen staff are not present

FUNCTIONS

- Build and maintain relationships with a diverse range of clients
- Sale of events through phone, email and website enquiries
- Organising of events - menus, wine selections, table lists, floor plan, run sheet etc
- Liaising directly with clients to obtain all relevant information
- Ensuring full payment of larger events have been made prior to event occurring

ACCOUNTS

- All aspects of accounts receivable & payable
- Entering supplier invoices
- Timely payment of all supplier's accounts and all other restaurant accounts
- Payment of Superannuation
- Payment of BAS and all other tax payments, licences, rates etc
- Maintain deposit register
- Maintain Gift Voucher register
- Filing & archiving of all account documentation

END OF MONTH

- Prepare all documents for bookkeeper
- Run off bank statements & reconcile all accounts, including credit cards for both companies
- Prepare monthly report of deposits being held for future events
- Prepare monthly reports of all deposit payments through Stripe and Transfer of Stripe payments to Westpac Bank
- List cheques written for current month
- Print payment list of any bills paid in a batch electronically through MYOB



MYOB

- Invoicing
- Payment of bills
- Set up of supplier accounts
- Set up staff cards for payroll
- Entry of daily sales figures
- Payroll
- Run reports as required

PAYROLL

- Setting up new staff members in pay system
- Knowledge of pay rates, superannuation, Fair work guidelines etc
- Collating time sheets
- Processing weekly payroll
- Maintaining sick leave and holiday leave records

VISAS

- Prepare all documentation for any Visa / sponsorship applications
- Lodge all visa / sponsorship applications
- Maintain register of staff with Visas, their work parameters and expiry dates.

WORKCARE

- Prepare, record and supervise all work care claims, payments and lodgements

APPRENTICES

- Signing up apprentices with appropriate apprenticeship body
- Tracking and monitoring progress of apprentices
- Ensuring Government incentives for apprentices are processed and received

RSA

- Maintain RSA register with copies of current RSA certificates and expiry/renewal dates

ORDERING

- Ordering supplies as requested by front of house manager or Matteo.

QUOTES

- Obtain quotes from suppliers and contractors as needed for repairs and maintenance of equipment and property.

MENUS

- Assist with proof reading and preparation of seasonal menus including printing & updating websites.
- Preparing menus for customer's approval for events after liaising with Matteo and chef.