

# United Arab Emirates Jobs Expertini®

## Culinary Admin Executive

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Company: Plaza Premium Group

Location: Dubai

Category: healthcare-practitioners-and-technical

Hello! Welcome to Plaza Premium Group, we're people passionate about Making Travel Better. We are a global company with team members from all walks of life, together we are #PPGFamily, together we are building a legacy. You don't need to be from this industry, you do need to be passionate. We were established in HK in 1998 by someone who understood the value of an airport lounge and felt that the experience shouldn't just be limited to a closed-circuit group of travellers. Through the years we have worked incredibly hard to create an experience which is both accessible and quality. Almost 25 years later we now span four core business segments: airport lounges, airport terminal hotels, airport meet & greet services, and a range of airport dining concepts. In addition to our own brands, PPG provides airport hospitality solutions to leading airlines, alliances and corporates around the world. Here are a few names you might recognize: Cathay Pacific Airways, Singapore Airlines, Lufthansa etc. With the future of travel always in sight, we created Smart Traveler, a mobile-app rewards program underpinned by in-house technology. We are fast-moving and always evolving to drive our purpose of making travel better.

Key Responsibilities:

We are seeking a highly organized and detail-oriented individual to join our fast-paced

culinary team as **Culinary Admin Executive**. You will be responsible for providing administrative and analytical support to ensure the smooth operation of our multiple units in EMEA region.

Data Analysis:

- Analyze F&B cost reports, sales trends, and hygiene trackers to identify trends and opportunities for improvement.
- Prepare and present monthly dashboards on Performance indicators – wastages, procurement, social media scores.
- Highlight deviations and take necessary action as directed.

Administration & Operations:

- Maintain and update the culinary intranet, manuals, and roadmaps.
- Consolidate and report weekly revenue and cost trackers analysis for F&B activities.
- Should be a pro with Microsoft 365, automation tools, ERP.
- Assist Culinary team with business travel arrangements.
- Coordinate with country culinary teams for festive promotions and materials.
- Assist with special projects and ad-hoc tasks as assigned.
- Assist in the development of collateral for Marketing purposes.

Project Management:

- Manage records, filing, and project trackers.
- Maintain task trackers for different steps in project management.
- Collaborate with internal and external departments on timelines and submissions.
- Assist with RFP preparation and presentations.
- Knowledge of AutoCad is plus.

JOB REQUIREMENTS (state the minimum experience, knowledge, education, language, technical skills, travelling requirements of this position.)

- Proven experience in a fast-paced administrative role.
- Strong analytical and problem-solving skills.
- Excellent organizational and time management skills.
- High proficiency in Microsoft Office Suite - specifically MS Powerautomate and PowerPoint.
- High proficiency in excel including but not limited to: VBA, Macros, Look up and reference functions, Pivot tables and charts.
- Proficiency in Power BI, MS Project, MS Planner is desirable.
- Basic graphic designing skills using apps like Canva is an added value.

- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Hospitality experience is desired.
- Past administrative and secretarial experience would be an added value.
- Have the experience of working with a team of international colleagues from various backgrounds.
- Diploma or degree holder with Food and Beverage related discipline is a plus.

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