



**JOIN  
OUR  
TEAM!**

## ASSISTANT F&B & COST CONTROL

### Responsibilities:

- Involvement in setting up the hotel database
- Participation in finding suppliers and items
- Entering offers into the back office system
- Participation in item costing
- Creating comparison tables by category
- Entering invoices
- Providing additional assistance to hotel storeroom managers
- Daily monitoring of warehouse operations and processes in the back office
- Setting up processes and order controls in the hotels
- Warehouse management at Enorme Teatro Beach
- Exporting data and lists from the back office system
- Ongoing communication with suppliers
- Direct collaboration with the storeroom manager of each hotel
- Daily collaboration with the F&B Department at Enorme
- Hotel inventories
- Assisting in the extraction of monthly cost results for each hotel

### Requirements:

- Degree in Economics, Accounting, or a related field
- Previous experience in a similar position (hospitality or related industry) is a plus
- Proficiency in English
- Excellent communication skills
- Time management and problem-solving skills
- Driver's license
- Knowledge of Microsoft Office

### Benefits:

- Competitive remuneration package
- Professional and collaborative working environment
- Continuous education and training

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