Tarallucci e Vino, a restaurant group operating 5 restaurants and multiple event spaces in NYC, ([www.taralluccievino.net](http://www.taralluccievino.net/)), is looking for a full-time Administrative Assistant.

Responsibilities:

* Data entry using quickbooks and MS Excel.
* Assist in preparation of financial reports.
* Updating 3rd party websites with menu changes, special hours and events, and photos.
* Update physical menus for all locations and catering.
* Creating proofs and printing signage.
* Answer phones and direct questions to appropriate persons.
* Ad hoc projects

You are:

* Computer literate- working knowledge of Mac and PC, Mac and PC office packages, and are a fast and accurate typist (must score at least 50 WPM).
* Able to receive requests from multiple sources and prioritize time and tasks effectively.
* Positive and customer service minded phone skills.
* Attention to details.
* Reliable and responsible.
* Personable and a team player.

This is a full-time 40 hours / week job.

Company History and Mission  
Tarallucci e Vino is a New York City restaurant group founded in 2001 loved for its authentic Italian experience, capturing the ease and casual elegance of Italy's bars and "caffés,". The culinary philosophy at Tarallucci e Vino adheres to the Italian ideal of high quality, sustainable, seasonal food, sourced locally and prepared to highlight the natural beauty of the products. Our wine lists are crafted with a focus on Italian wines made by unique small batch producers. Our bakery located above the restaurant on 18th street makes all the pastries and desserts for all 5 of our locations every morning. We also have 4 private event spaces in Union Square where we are hosting an increasing number of events for large parties, special occasions and business gatherings in addition to events we execute as the exclusive caterer for the Cooper Hewitt museum. Our platters are popular throughout the city for offsite events large and small.  
  
Our Locations  
163 1st Avenue. Est. 2001. Our East Village café was the spark that started it all, originally conceived as a simple café serving artisan pastries, panini, and gelato this little engine that could has evolved into a neighborhood fixture known not just for our coffee and pastries, but also fresh pastas, unique wine offerings, and a laid back vibe.  
15 East 18th Street. Est. 2005. Our 2nd location in Union Square presented the opportunity to expand our vision of an authentic Italian dining experience with a larger menu, more seating, and a prime location steps from the Union Square green market. 18th Street is also the location of our bakery, and 4 private dining spaces.  
475 Columbus Avenue. Est. 2011. Location #3 on the Upper West Side blends the restaurant experience of Union Square with the café experience of the East Village. This has been a local favorite since opening as well as a destination for museum goers enjoying a day out.  
9 East 90th Street. Est. 2014. This museum café is a hidden gem of the Upper East Side. A partnership with the Cooper Hewitt Smithsonian Design Museum creates a unique experience for dining on light fare in the museum garden and terrace. We are also the exclusive caterers for all events taking place at the museum.  
44 East 28th Street. Est. 2016. Our newest restaurant takes our philosophy of carefully crafted wine lists and authentic Italian menu and presents it in a modern, stylish space. Nomad is a favorite location for a lively night out, and specialty cocktails made with house-made ingredients.