



STAVROS  
NIARCHOS  
FOUNDATION  
CULTURAL  
CENTER

ΚΕΝΤΡΟ  
ΠΟΛΙΤΙΣΜΟΥ  
ΙΔΡΥΜΑ  
ΣΤΑΥΡΟΣ  
ΝΙΑΡΧΟΣ

## F&B Manager

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Commercial Partnerships Department** is responsible for designing and implementing the partnership development strategy for the provision of services through the SNFCC venues, as well as the management of these partnerships, aiming at maximizing the revenues of SNFCC Single Person S.A. and the continuous upgrading of visitors experience. These services include catering, parking, the shop, and more.

SNFCC is seeking a candidate to fill the position of **F&B Manager**, reporting to the Commercial Partnerships Director. **The ideal candidate** will contribute to the maximization of SNFCC's revenues through the optimal use of the catering facilities provided/rented to partners. He/she will be responsible for providing an exceptional experience to visitors and employees from the use of these services and monitoring the progress of each contract in accordance with the agreed indicators and KPIs.

### Key Duties and Responsibilities

- Participate in the formulation of the strategic direction and the Action Plan, taking into account the priorities of the Organization, the profile and the needs of SNFCC's multiple audiences

- Manage relations with all cooperating catering companies, based on the provisions of individual contracts
- Identify challenges and growth opportunities through new partnerships, and submits proposals to upgrade the experience and increase revenue by enriching the product range and launching new services
- Evaluate and shape the business model of each venue to integrate it into the broader operation of the SNFCC and adapt it according to the season and the events (Christmas, SNF Nostos, events)
- Closely monitor individual contractual obligations, including safety regulations, required licenses, certifications, etc., promptly alerting for any discrepancy
- Coordinate the individual departments of the Organization and cooperate with specialized consultants (Market Research Agencies, Food Auditors, etc.) to ensure the smooth operation and implementation of events and activities contributing to an excellent visitor experience and revenue increase
- Evaluate the proposed seasonal price lists and services to ensure they meet the needs of individual audiences and to offer options for everyone
- Closely monitor sales and efficiency by generating a variety of analytical reports

### **Requirements**

- Four-year Bachelor's Degree in Business Administration, Marketing, or relevant commercial field
- A postgraduate degree is an asset
- Additional specializations will be considered a plus
- Proven track record of at least 7 years in a relevant role of a commercial field in sectors such as catering, large tourist resorts with different mixes of catering, commercial development, etc.
- A strong knowledge of trends in F & B and applying best practices in Greece and other countries
- A very good knowledge of the organization and operation of food departments and services (à la carte & buffet restaurants, bars)
- Good knowledge of workplace compliance, procedures and operating principles in matters of hygiene and food safety
- Experience in managing complex projects, resources and teams
- Experience in relationship management and contract management positions
- Good knowledge of matters involving commercial development and cultural venues in Greece and other countries
- Ability to handle multiple projects simultaneously, with attention to detail
- Excellent command of the Greek and English languages in speaking and writing
- Excellent command of MS Office, particularly Excel and PowerPoint

### **Soft and Hard Skills**

- Excellent ability to effectively manage projects and multiple tasks under pressure
- Ability to cooperate effectively with stakeholders in a cooperative and productive spirit

- Ability to focus on specified goals, in compliance with the Organization's processes, and to meet deadlines
- Ability to identify and solve problems efficiently using analytical and synthetic thinking
- Critical thinking
- Advanced negotiation skills
- Ability to monitor budget and manage statistics
- Written and spoken communication skills
- Integrity and transparency
- Flexibility in working hours

**Application Procedure:**

- The submission deadline is May 17, 2023, 16:59 EEST.
- Candidates must submit their resume and a brief letter of interest [HERE](#).
- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified in writing of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities.