Downloaded from <https://www.velvetjobs.com/job-descriptions/wedding-coordinator>

# Example of Wedding Coordinator Job Description

Our company is looking to fill the role of wedding coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for wedding coordinator

* Liaising with both internal and external suppliers and vendors
* Assist couples where required in setting up decorations
* Act as Toastmaster where required
* To work with clients and colleagues to coordinate and deliver bespoke onsite events
* To inform internal teams, clearly and proactively, of event requirements and client preferences
* To keep the database up to date with client information and correspondence so you and others can use it for business intelligence and client management
* To build successful, professional relationships with clients to understand their particular needs and encourage business development when possible
* Understand the needs and expectations of each individual client by building a friendly and respectful working relationship
* Maintain complete, accurate and up-to-date filing of all correspondence
* To expertly use our project and financial management systems (Sales Force, Booker25 and Financial Force)

## Qualifications for wedding coordinator

* Pleasant disposition and professional appearance
* Strong communication skills, accurate cash handling and appointment making skills
* Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness, with understanding, sensitivity and, at times, adaptability to diverse requests and needs
* Demonstrated experience using graphic design applications
* Experience initiating and designing marketing strategies, such as print, online, social media
* A minimum of 2 years of Hotel/Resort Management or event industry