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

# Example of Wedding Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of wedding coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for wedding coordinator

* Manage the entire operation during an event day, and be comfortable in making decisions when needed
* Be the face of the event, dealing with guest queries and complaints
* Communicate back to the house management teams, regarding all aspects of the event
* To respond to all telephone calls and emails promptly and accurately, and take the necessary action
* To understand the KPI targets that have been set for you as an individual and for the events team as a whole, working towards these at all times
* Coordination of all customer requirements for weddings and social events
* Proactively work with the management team to drive up selling opportunities
* Drives guest satisfaction and to develop personal contact with guests and encourage feedback
* Communicate with Social Group Sales Manager for a clean transition from sales
* Send introductory letters/calls to all confirmed groups assigned

## Qualifications for wedding coordinator

* 2 Years of retail experience or systems experience
* Holder of Bachelor's Degree or higher
* Minimum 1 year work experience in hotel industry
* Excellent communication skills in English & Arabic (reading, writing, speaking)
* Due to the nature of the job, must be flexible with working hours and able to work in the afternoon/evening/weekends to ensure execution of the events taking place
* Team player with excellent public relation skills