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# Example of Wedding Coordinator Job Description

Our company is looking to fill the role of wedding coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for wedding coordinator

* Tracks and modifies call-in group lodging and communicates accordingly to appropriate departments, specifically for all off-site wedding groups
* Facilitates and coordinates all timing/schedules for group events as assigned to them
* Coordinates set up and strike with all vendors associated with the wedding
* Assists sales manager in creation and distribution of BEO’s
* Assists sales manager in creation of wedding estimates, pre-bills and post billing
* Communicates all group needs effectively and timely to all departments involved
* Pro-actively keep groups on time with set schedules defined in their timeline, assists with rehearsal walk-throughs and ceremony coordination
* Assist sales manager with any additional wedding event such as Welcome parties, after parties, rehearsal dinners and brunches
* Assist with development and maintenance of Winter Park Resort wedding website and additional media outlets
* Assist with organizing and help execute site tours

## Qualifications for wedding coordinator

* Strong organisation and multitasking skills
* Minimum of one experience in a similar role at a 5 star hotel related to wedding planning and execution
* Do you have previous experience organising Weddings and large Events?
* Are you a bright, personable individual?
* Are you available to work shifts, including weekends on a rotational basis?
* Must have a working knowledge of Microsoft Office including Word and Excel