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# Example of Wedding Coordinator Job Description

Our growing company is hiring for a wedding coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for wedding coordinator

* Assist and implement all sales strategies, plans for group programs
* Help communicate all group sales program terms and policies internally to affected Winter Park departments
* Have a thorough knowledge and understanding of all Winter Park products
* Proficient and accurate utilization of sales/catering account management system (Delphi) and SMS reservations systems, Microsoft office products
* Supports the mission and values of Winter Park Resort, by daily application of selling, planning and relationship skills
* Keeps current with all Winter Park products, pricing and strategies
* Exhibits initiative, responsibility, and accountability
* To sell, coordinate and deliver bespoke onsite events
* Working reactive leads to ascertain specific requirements, checking availability of the facilities and processing enquiries
* Conducting full tours of the facilities for existing and prospective clients, providing written quotes and sending accurate contracts

## Qualifications for wedding coordinator

* Previous Experience with marketing and/or social media a plus
* Position is typically working on Saturdays, with four weekdays based on schedule
* A minimum of 1-2 years of hotel or comparable experience preferred
* Must be able to work nights and weekends when needed
* Delphi & SMS experience or similar catering or Property Management system software knowledge is a plus
* Strong Computer expertise