



Example of Wedding Coordinator Job Description

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Our innovative and growing company is hiring for a wedding coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for wedding coordinator

- Manage accounting operations relating to collection and reconciliation of fees (credit card, check), including daily accounting procedures and reports, final monetary summaries, and/or account transfers
- Initiate and design marketing strategies, such as print, online, social media
- Will serve as project leader on smaller scale events
- Will serve as a member of the overall Office for Religious Life staff, attending and participating in regular staff meetings, and contributing to a range of other Office for Religious Life events
- Utilize and/or maintain complex databases, such as Filemaker Pro
- May use specialized event planning software
- You will be required to handle and convert wedding and event enquiries from the initial stages through to the final details
- Your key responsibilities in this role will be to effectively influence the promotion and sales of Weddings and Events at the hotel
- A key part of this role is to conduct show rounds for weddings and events, ensuring that correct information are given to the appropriate enquiry
- You will have to work closely alongside couples, guiding them through the planning process, lending experience and knowledge to devise the wedding day schedule and ensure their requirements and expectations are understood, agreed and met

Qualifications for wedding coordinator

- To ensure that the discipline is maintained in the department and to ensure good timekeeping
- To assist the Asst
- To comply with any reasonable request by the clients or management
- To enforce the grooming standards set out by the management
- To ensure that all guest response forms are filled as and when required