



# Example of Wedding Coordinator Job Description

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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,

- 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