



# Example of Wedding Coordinator Job Description

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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)

taking place

- Team player with excellent public relation skills