



# Example of Wedding Coordinator Job Description

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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?

- Must have a working knowledge of Microsoft Office including Word and Excel