



Example of Wedding Coordinator Job Description

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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

