



## Description – Wedding Coordinator

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An exciting opportunity has arisen to join the team at House for an Art Lover as Wedding Coordinator.

Working within the Conference and Events Department the Wedding Coordinator will be responsible for managing all wedding enquiries and bookings at the venue, as well as assisting in the coordination of corporate and private bookings. This will entail effective diary management to ensure the best use of time to maximise on converting new bookings and liaising with existing couples.

Your duties will include maintaining a good working relationship with all clients, as well as ensuring that contracts are issued and final details confirmed and communicated to the venue team in a timely manner. You are responsible for ensuring all enquiries are followed up to actively convert provisional reservations into confirmed bookings, this will include accurate handling and recording of payments. The role also requires that you build and maintain relationships with wedding suppliers and partners, which will include effective communication to ensure clients needs are met.

The ideal candidate will have previous experience in a similar role and/or a solid understanding of wedding operations, preferably with a working knowledge of a hospitality operating system. You must be able to meet deadlines and have great people skills, with the ability to provide exceptional customer service and a can do attitude. Excellent organisation skills with an attention to detail and the ability to multi-task are essential.

*40 hours per week working 5 days over 7 to facilitate weekend appointments with clients, with some flexibility required.*

Duties include:

- Answering phones
- Responding to and converting enquiries efficiently
- Recording of enquiry data
- Accurate completion of required wedding table stationery
- Producing wedding contracts and business sheets to the clients exact requirements
- Ensuring all client wedding deadlines are met
- General office admin
- Client viewings and appointments
- Keeping the system up to date with client updates and correspondence
- Knowledge and understanding of figures for sales reporting
- Managing customer feedback and taking action if required
- Attend in house and external wedding open days and shows as required
- Assist in other roles within the events office as as required

All applicants must have the right to work in the UK and be able to provide 2 references.

Salary negotiable depending on experience

\*\* Please submit with CV and salary expectations \*\*

\*\* Please note only successful applicants will be contacted for Interview\*\*

Submit application to [sales@houseforanartlover.co.uk](mailto:sales@houseforanartlover.co.uk)