

## WEDDING & EVENTS COORDINATOR

You will convert potential business into contracted business in terms of function and wedding bookings, via resort show arounds and building client relationships. You will respond to guest enquiries, draft and send proposals as requested within 24 hours of receipt of enquiry. Alongside updating and coordinating the required logistics of each event, including elements as event timings, food and beverage requirements, equipment needs, and personally liaising directly with the lead booker or bride and groom to ensure all questions are answered. In addition to collating function sheets utilising the event booking system, BRS, res diary and opera and distributing all details to the relevant operational teams in a timely manner. Attend the weekly events meeting and confidently talk through all your events with the teams to ensure clarity and understanding. You will also monitor the monthly and yearly events targets and budget to ensure achievement taking actions where required to meet resort targets.

The ideal candidate will have:

- A minimum of 1 years of experience working within an events department
- Strong attention to detail and organisation
- Experience of cold calling via telephone
- Effective communicator
- Capable of working independently or as a contributing member of a team
- Excellent verbal and written communication skills
- Proficient with Microsoft Office products; Word, Excel, PowerPoint, Outlook

### **INTERESTED IN APPLYING?**

Please email your contact details and CV to: [hr@loughernereresort.com](mailto:hr@loughernereresort.com)