

## **Wedding & Events Coordinator**

### **Exeter Golf Club**

**Location:** Exeter, Ontario, Canada

**Department:** Events/ Food & Beverage

**Reports To:** General Manager

**Classification:** Full Time Seasonal

**Perks:** Include complimentary golf and discounts on restaurant food.

### **Summary:**

The Venue Coordinator plays a huge role in the planning process and the day of the wedding or event. The coordinator must act as a liaison between the clients and the venue's operating team to ensure the wedding day runs seamlessly.

### **Primary Responsibilities:**

- Maintains an understanding of company processes, policies, and sales portfolio
- Showcase the venue and book weddings and events.
- Communicate with all departments.
- Process payments and the final invoice.
- Act as the Day-of-coordinator for weddings. Including overseeing time management
- Ensure the venue set up is accurate [tables, chairs and place settings].
- Develop and provide solution recommendations for any issues that arise.
- Contribute to the success of the venue through consistent bookings and successful weddings.
- Manager On Duty Shifts
- Communicate with venue staff and clients effectively.
- Assist with social media platforms.

### **Skills**

- Prioritize effectively through strong organization and time management skills.
- Comfortable fostering relationships on behalf of the Company and meeting with clients either in-person or via telephone/video call
- Excellent organizational skills.
- Good communication and customer care skills.
- Problem-solving skills and the ability to deal with the unexpected.
- Excellent attention to detail.
- The ability to work under pressure and meet deadlines.
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### **Experience/ Qualifications:**

- Experience in the customer service industry.
- Experience in Event Coordinating and/or Venue Coordinating (preferred but not required).
- Previous experience performing general office duties including utilizing email, phone, and POS functions.

- Proficient in Microsoft office .
- Reliable transportation

**Perks:** Include complimentary golf and discounts on restaurant food.

**Apply:**

Please submit your resume & cover letter to Emily Edgar, General Manager at [manager.exeter@golfnorth.ca](mailto:manager.exeter@golfnorth.ca). Please write "Wedding & Events Coordinator" in the Subject line