

Events & Wedding Coordinator

Exeter Golf Club

Location: Centralia, Ontario, Canada

Department: Food and Beverage, Events

Reports To: General Manager

Classification: Full Time Seasonal (must be available to work any shift including early mornings, days, weekends & holidays)

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 (*Include but not limited to*):

- Maintains an understanding of company processes, policies, and sales portfolio and uses available resources and tools to stay knowledgeable in these areas.
- Showcase the venue and book weddings and events.
- Communicate with all departments we
- Process payments and the final invoice.
- Act as the Day-of-coordinator for weddings. Including overseeing time management [ceremony, processional, recessional, cocktail hour transition, grand entrance, speeches, dancing etc.], prompt the MC and vendors, troubleshoot and ensure quality control of set up.
- Ensure the venue set up is accurate [tables, chairs and place settings].
- Direct guests and team members effectively through clear and detailed communication. Including coordinating and managing bar and serving staff the day of the wedding.
- Develop and provide solution recommendations for any issues that arise.
- Contribute to the success of the venue through consistent bookings and successful weddings.
- 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.
- Sales and negotiation skills
- Ability to work weekends

Experience:

- Post-Secondary Education or Equivalent Experience.
- 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, fax, phone, and POS functions.
- Proficient in Microsoft office .

Apply:

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