

Wedding & Events Venue Coordinator

Exeter Golf Club

Location: Centralia, ON

Department: Events

Reports To: General Manager

Summary:

The Wedding & Events 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 and uses available resources and tools to stay knowledgeable in these areas.
- Showcase the venue and book weddings and events.
- 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 the bar and serving staff the day of the wedding.
- Develop and provide solutions 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.
- Process payments and final invoices.
- Assist with social media promotion.

Skills Required:

- 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.

- Ability to work under pressure and meet deadlines.
- Sales and negotiation skills.
- Ability to work weekends.

Qualifications:

- 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.

To Apply:

Please submit your resume and cover letter to Emily Edgar, General Manager, via email at manager.exeter@golfnorth.ca. Please write "Wedding & Events Coordinator - Exeter" in the subject line.