



Wedding & Events Executive

Job Description

Reporting to: Director of Marketing & Events

Working with: General Manager
Financial Controller
F & B Management
Executive Head Chef
Director of Golf

Primary Purpose:

We are currently looking for a successful and enthusiastic Wedding & Events Executive to produce events from conception through to completion. Event coordinator responsibilities include providing outstanding customer service and organising memorable events that meet quality expectations.

Key Responsibilities:

You will report to the Director of Marketing and Events. Your main areas of responsibility will include but are not confined to:

- Operate and maintain a computerised system (Jonas & HubSpot) for responding and coordinating and tracking sales enquiries, bookings and availability.
- Meet prospective clients for show-arounds for weddings, private and corporate functions.
- Ensure a prompt and professional response and follow-up to sales enquiries.
- Prepare weekly and monthly reports outlining the Business on the Books for the current and following years.
- Generate quotations for prospective bookings and timely follow ups.
- Liaise with clients in relation to coordinating the intricate details of their events.
- Monitor, co-ordinate and communicate event bookings, ensuring accuracy of billing and information, maintaining up to date profiles, and recording client feedback post event.
- Generate sufficient information for invoicing of events.
- To maximise resort revenue and guest satisfaction by ensuring the accurate and effective processing of conference bookings and private functions through effective key account management.

- Up-sell products and services throughout the event process to maximise revenue.
- Meet and greet all clients during the event phase and ensure the smooth handover of the event to the operations team for the execution of details.
- Management of customer feedback including responding to guest problems and complaints relating to Weddings and Events.
- Take ownership for recurring challenges and ensure the issues are resolved.
- To schedule and attend weekly function and sales meetings.
- Liaise and maintain a relationship with other departments to ensure the effective, efficient and smooth running of events.
- Assist in promotional and marketing activities as required.
- Assist with the development of brochures and sales/promotional materials.
- Assist with updates and postings to Social Media sites.
- Contribute to the preparation of annual sales and events targets.
- Attend workshops, exhibitions and promotional events where required.
- Work closely with other members of the events team. Provide support and leadership to relevant team members.
- Adhere to Health & Safety Procedures and other Company Policies and Procedures.
- Any other duties relevant to your skills that may be assigned to you by the Company.

Requirements:

- Minimum of two years Wedding or Event experience required
- Must be an efficient multi-tasker, highly organized, and detail oriented
- Excellent communication and organizational skills; reading, writing, and oral proficiency in the English language
- Proficient in Word, Excel and PowerPoint
- Proficient in all social media channels
- Excellent organizational skills
- Customer-service orientation
- A team player

Remuneration:

- Competitive Salary
- Meal on Duty
- Parking
- Staff discounts
- Complimentary Golf

Contact:

Please send CV and Cover Letter to:

Jessica Joyce
Director of Marketing & Events

Tel: 01 860 9503

Email: jjoyce@luttrellstown.ie

Closing Dates for Applications is Friday 6th July 2018.

Luttrellstown Castle Resort does not need the assistance of Recruitment Agencies at this time.