



Wedding & Events Executive

Job Description

Reporting to: Director of Marketing & Events

Working with: General Manager
Finance Department
F & B Management
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. Responsibilities include providing outstanding customer service and organising memorable events that meet quality expectations.

Job Summary:

Responsible for the preparation of all wedding/event documentation to include Banquet Event Orders and Billing.

Responsible for ensuring communication and coordination with the relevant departments concerning event details in a timely manner.

Responsible for ensuring a consistent, high-level service throughout the booking and event process.

Key Responsibilities:

Your main areas of responsibility will include but are not confined to:

- Operate and maintain a computerised system (Guestline & HubSpot) for responding, 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.



- 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.
- Contribute to the preparation of annual sales and events targets.
- Attend workshops, exhibitions and promotional events where required.
- 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 one year's Wedding or Event experience required
- Must be an efficient multi-tasker, highly organised, and detail-oriented
- Excellent communication and organisational skills; reading, writing, and oral proficiency in the English language
- Proficient in Word, Excel and PowerPoint
- Proficient in all social media channels
- Excellent organisational skills
- Customer-service orientation
- A team player

General:

You are expected to carry out your duties in a diligent and professional manner with a friendly outgoing attitude. It is important that you work together with other members of the management team to ensure that we operate a high standard of professional service and provide an enjoyable environment for members, customers and employees alike. Excellent grooming standards are expected.

Remuneration:

- Competitive salary
- Meals on duty
- Parking
- Staff discounts

If you would like to apply for this role, please send a cover letter along with a copy of your CV to pvasiljev@luttrellstown.ie.