

# Careers

Job Title	Wedding Sales Assistant / Reception Host
Salary	Minimum Wage
Job Type	Part Time
Location	Shrewsbury, Shropshire
Nature of Business	Exclusive Use Wedding Venue

## *about us*

Rowton Castle is a family-owned wedding venue located in the Shropshire countryside, not far from the market town of Shrewsbury. We love what we do and have had the pleasure of helping thousands of couples get married over the last 20 years – we genuinely want for our couples to have the best wedding day, and it shows.

## *the role*

As a wedding sales assistant / reception host you will deal directly with marrying couples, evening guests and overnight guests.

Just to say, although you will not be required to communicate with couples between meetings, or be available on the wedding day per say, a good knowledge of all things Rowton Castle is necessary.

Full training will be provided to ensure that you are able to confidently communicate our wedding offering to visiting couples.

The wedding team is small; the wedding sales assistant / reception host is a support role. Your responsibilities include:

- Delivering client showaround appointments
- Writing quotations
- Conducting occasional planning meetings with couples to go through details of the wedding day
- Welcoming evening guests as they arrive
- Checking wedding guests into onsite accommodation
- Greeting the bride for the following day and showing her to the night before accommodation
- Hosting (in a warm and welcoming manner) at wedding experience and open house events
- Taking bedroom bookings
- Answering calls and responding to general enquiry emails

We are prepared to split the role for the ideal candidate. Do be aware that the working hours for the role includes evenings (shift pattern: 4-8pm) and weekend mornings (shift pattern: 9am-12pm).

*and you*

The ideal candidate will:

- Thrive in a customer-facing environment - you are friendly, a real people person!
- Have a passion for exceeding guest expectation
- Be able to demonstrate ability for accuracy and thoroughness – attention to detail really is key!
- Have great customer service skills and an approachable sales attitude
- Have a friendly and professional telephone manner
- Possess immaculate presentation standards
- Enjoy working within a team
- Sales experience is preferred but not necessary

*the application process:*

Deadline for applications is Monday 17<sup>th</sup> May 2021

Applicants should send their CV and written covering letter to Ceri Davies ([marketing@rowtoncastle.com](mailto:marketing@rowtoncastle.com))

Only applicants successful for interview will be contacted

ROWTON CASTLE  
*Weddings*