

Careers

Job Title	Wedding Coordinator (Maternity Cover)
Salary	£22,000
Job Type	12 Month Contract // 40 hours per week (to inc. weekends)
Location	Shrewsbury, Shropshire
Nature of Business	Exclusive Use Wedding Venue
Start Date	Mid-June

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 coordinator you will guide, advise, and support couples throughout their wedding planning journey.

Just to say, although you will not be required to run the wedding day from start to finish, you will be on hand and available to the operations team as required (expect around 16 hours per week).

The wedding team is small, and the role diverse. Your responsibilities include, but are not limited to:

- Managing incoming enquires
- Setting up meetings and assisting with the preparation of sales-related materials
- Delivering client showaround appointments
- Writing quotations
- Conducting planning meetings with couples to go through details of the wedding day
- Communicating with couples between meetings in an articulate manner, whether by phone or email. You will serve as the point of contact for our couples and so will provide support, responding to questions and requests as necessary
- Creating and updating paperwork that details the couples wedding plans (you will be asked to follow a set standard of procedure)

- Liaising with suppliers, and the kitchen and food & beverage departments to coordinate plans / seek solutions
- Assisting with the set up on the wedding day
- Hosting (in a warm and welcoming manner) at wedding experience and open house events
- Driving sales revenue and ensuring that financial targets are achieved

Do be aware that only one hire will be made for this position and given the nature of the business a degree of flexibility will be required to cover evenings and weekends.

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
- Possess immaculate presentation standards
- Enjoy being part of a supportive team

You will need to be confident with Outlook, Word - and IT in general.

Experience with Rezlynx's Conference & Banqueting manager (or similar) would be a bonus but is not essential, as full training will be provided.

You will be working in a busy environment which requires a consistency in customer service, and the ability to work well under pressure; it should go without saying that the ideal candidate will be incredibly organised and excellent at prioritising and juggling tasks.

the application process:

Deadline for applications is Monday 8th May 2023

Applicants should send their CV and written covering letter to Gemma Coats (weddings@rowtoncastle.com)

Only applicants successful for interview will be contacted

ROWTON CASTLE
Weddings