

A large, ornate red brick building with multiple chimneys and a central clock tower, identified as Morgans Swansea. The building is set behind a green lawn and some low-lying bushes. The text 'MORGANS' is written in large white letters across the middle of the building, with 'SWANSEA' in smaller white letters below it.

MORGANS

SWANSEA

WEDDING & EVENTS CO-ORDINATOR

We are looking for an experienced Wedding and Events Co-ordinator to develop and organise weddings and events to join our team. We need someone with drive and enthusiasm, who has exceptional organisational and communications skills, who takes pride in presentation and attention to detail, and can supervise and motivate a team to ensure the smooth running of an event.

You will take full control of a wedding and events planning service where all weddings and events are managed professionally and to the highest standard throughout the planning stages and through to the event itself.

KEY RESPONSIBILITIES

As the Events/Wedding Co-ordinator, you will

- Liaise with the bride and groom
- Liaise and negotiate with suppliers
- Be responsible for all administration and invoicing associated with the event
- Ensure that the venues are ready on time every time
- Ensure that the venues used are being presented to the highest standards
- Take ownership of areas and maintain a clean, tidy and safe working environment
- Ensure that cleaning schedules are being carried out and recorded correctly

The ideal candidate: As Weddings and Events Co-ordinator, you will have previous experience, ideally within a wedding and events background, and be able to demonstrate the following key skills.

- A keen eye for detail
- First-rate written communication skills including general IT literacy
- Commercial awareness with the foresight to recognise new opportunities and the ability to maximise revenue at the point of sale and up-selling when required
- Excellent organisation and planning skills
- Immaculate presentation
- Warm, welcoming personality and a desire to exceed customer expectations
- Someone who is able to work in a sometimes pressured environment with the ability to multi-task whilst remaining calm at all times.

If you feel that you possess the relevant skills as outlined above, please forward your CV to jan@travelhouse.co.uk. Please remember to include your contact details.