

POSITION DESCRIPTION

Position: Wedding & Event Planning Executive

Department: Sales & Event Planning

Reports to: Sales & Event Planning Manager

Objective

- To maximise business potential in the weddings and engagements markets
- Deliver exceptional guest satisfaction while optimising profitability

Event Sales

- Consult with couples to understand their vision and requirements
- Meet with clients and conduct site inspections
- Ability to effectively manage yields to maximise revenue and profitability.
- Drive the acquisition of new business through approved marketing activities, including setting and executing yearly marketing plans in conjunction with the Sales & Event Planning Manager
- Build relationships with preferred suppliers to co-ordinate the annual Wedding Open Day
- Manage a high volume of wedding and engagement enquiries ensuring that response timeframes are met
- Co-ordinate Social events during off-peak wedding periods

Event Planning

- Assist with day-to-day tasks in the Sales & Event Planning Office
- Prepare and manage contracts, event orders and other event documentation in accordance with event planning procedures in a timely manner.
- Manage invoicing and payments in line with venue procedures
- Attend weekly handover meetings to ensure a clear handover of all client events
- Coordinate and assist with the on-day preparations of weddings
- Maintain outstanding client relationships with existing and potential clients
- Work-with external suppliers and managing profitability of sourced items

Person Specification

- Leadership skills with the ability to influence at all levels
- Highly developed skills in Microsoft Word, Excel, Outlook
- Excellent communication skills
- Possess good interpersonal skills and ability to work in a team environment
- Ability to work well under pressure
- Possess initiative and be self-motivated
- An understanding of food & beverage operations
- Ability to present a corporate image with a customer focused attitude

- Available to work Tuesday to Saturday and some Sundays

Work Health Safety & Wellbeing

- All Supervising staff are required to implement and maintain the National Wine Centre's WHS Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards.
- All other staff will assist the National Wine Centre to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.
- Where appropriate, staff will initiate and participate in worksite inspections, incident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.
- Staff will also inform the National Wine Centre of any unsafe working practices or hazardous working conditions.

Employee Name
(Print)

Employee Signature

Date
