



Job Title:	<u>Wedding Manager</u>
Salary:	£21,000 - £25,000 per annum
Job Type:	45 hours per week, working 5 days out of 7 including weekends
Location:	Llangollen, Wales.
Type of Company:	Exclusive Wedding Venue in North Wales

About us

Tyn Dwr Hall specialises in being an exclusive wedding venue. We are privately owned - creating a caring dedicated 'work family' is key to our success, and we have been fortunate to have gained a national reputation as one of the leading Wedding destinations in the region.

We have an exciting opportunity for a passionate, enthusiastic Wedding Manager to join our hard-working dynamic team. As a Wedding Manager, you will need to be a warm and friendly person, enthusiastic personality and a good background in the wedding industry

The Role:

- Building relationships with each couple to gain their confidence and trust to ensure a thorough understanding of their needs and help turn their dream event into a reality
- Arranging meetings, follow up meetings and conducting show-rounds of the venue
- As a couples wedding manager, you will work with your couples from start to finish and help them every step of the way, you will be required to run the wedding day to oversee every detail
- Striking the perfect balance between agreeing to individuals' bespoke requirements whilst respecting the boundaries as to what is operationally realistic
- Taking all opportunities to convert enquiries into sales at the best rate to maximise revenue
- Daily administration duties including updating and maintaining customer information on CRM systems, creating & updating function sheets and other general admin tasks
- Be creative and pro-active with social media posts and dealing with any other marketing strategies
- Organising wedding menu tastings and effectively communicating with the catering team.
- Organising and being fully involved with our wedding open days / evenings
- Responding to customer enquiries and ensuring that every detail is entered onto the CRM system
- Working closely with the Duty Manager and ensuring clear and accurate communication between departments are undertaken on the handover and delivery of all weddings

Working 45 hours per week 5 days out of 7, you will be required to have a flexible approach to working **The**

The Person:

- Helpful and friendly manner
- Ability to cope well under pressure and work well as part of a team
- Superb attention to detail
- Enthusiastic and energetic
- Ability to prioritise work
- Excellent communication & organisation skills with a "can do" attitude
- Proficient with Word, Excel and outlook
- Well presented, professional and articulate



In return

- Private Health Care
- Company pension
- Opportunity to progress
- 1 full weekend off a month with other weekend dates
- Christmas day, boxing day and new year off
- Staff discounts across the group
- Paid overtime
- Free parking
- Good flexible working hours
- Working with a hardworking dynamic team

