

Wedding Planner

Job available at:

Old Luxters Barn

(Hambleton, near Henley-on-Thames)

Old Luxters Barn is part of Chiltern Valley Vineyard, Winery, Brewery
& Bed & Breakfast. EST.1980

Old Luxters Barn is looking for a wedding planner to join their growing business.

Day to day activities include:

- Taking enquiries
- Inspiring couples
- Showing potential clients around the site.
- Meeting with current clients and planning their wedding.
- On wedding days making sure the setup is going to plan.
- Ordering all elements for upcoming weddings.

Hours:

- Sunday – Thursday *(5 day week)*
- 9am – 5.30pm or 8am – 4.30pm *(Event days 8am – 4.30pm)*

Wage: To be negotiated based on experience. Full salaried package including some benefits.

Key Qualities:

- Wedding / Event/ Planning / Waiting experience essential
- Extremely capable with Microsoft Word, Excel & Emails (Outlook).
- Smiley, friendly, well presented & professional.
- Well organised
- Team player
- Good patience – cool as a cucumber under pressure!
- Interest / knowledge of wedding industry
- Ability to multi-task
- Efficient time management
- Caring & compassionate
- High standard of written English
- Self-motivating
- Drive own vehicle & Local to Henley-on-Thames
- Uses own initiative
- Good eye for detail
- Ability to forecast

If you can answer yes to all of the above then get in contact! To apply send CV & covering letter to lucie@oldluxtersbarn.co.uk (Mon – Fri 9-5)