



# Wedding/Events Planner

Job available at:  
Dorney Court ~ Windsor SL4 6QP

## Day to day activities include:

- Taking enquiries, sending out brochures and quotes to both wedding couples and corporate clients.
- Showing potential clients around the site.
- Converting enquiries into bookings.
- Meeting with current clients and planning their wedding/event.
- Arranging and executing food tastings.
- Ordering all elements for upcoming weddings/events.
- On wedding/event days making sure the setup is going to plan and supporting the operations manager should they need.
- After wedding/ events follow up.

## Hours:

- Wednesday – Saturday (*4 day week*) or Tuesday – Saturday (*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 Dorney
- 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 [events@dorneycourt.co.uk](mailto:events@dorneycourt.co.uk)*

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