

WEDDING MANAGER

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Company: 3D Personnel LTD

Location: Donegal

Category: other-general

WEDDING MANAGER,
DONEGAL.

Our client is an award-winning Destination Resort, Spa and Wedding Venue.

A long list of enviable and prestigious awards has been received by this fabulous property throughout the years. Recent accolades and awards include being named the best luxury hotel in Ireland by The Times in the UK, Conde Nast's Top Ten Luxury Hotels in Ireland for six consecutive years including 2023, Ireland's Castle Wedding Venue of the Year 2022, two AA Rosettes for Culinary Excellence in Cedars Restaurant, Ulster Spa of the Year 2019 by Irish Tatler Magazine, Luxury Wellness Spa & Luxury Countryside Spa 2018 at the World Luxury Spa Awards and Ulster Wedding Venue of the Year 2018 and Luxury Hotel of the Year 2017. To further augment their existing team of industry leading Hospitality Managers, they wish to make a key addition to the tea.

Overview:

The Wedding Manager is responsible for growing wedding business profitability both reactively and proactively. Fully oversee the wedding market, building, maintaining, and fully servicing wedding client events and relationships. This person must be a strong leader and create an exceptional climate of professional & personable service that ensures the long-term

satisfaction of team members, guests and owners.

Key Responsibilities:

Fully manage and be responsible for the wedding market at the hotel.

Solicit, service and complete organization of wedding events from enquiry through to the day, with great attention to detail and the couple's full satisfaction.

With the assistance of the Sales & Events Coordinator ensure all communication with clients is effective and timely (i.e., response to enquiry, proposals, contracts, BEO's, deposit collections, thank you's etc.).

Work closely with operational teams including the Banquets Manager to ensure all wedding events are immaculate.

Evaluate the quality of incoming leads and their profitability to the hotel, achieving all established revenue goals.

Work closely with the ADOSM and Revenue Manager to ensure all wedding accommodation group revenue is maximized and managed accordingly.

With the assistance of the Marketing Executive, manage and develop communications for wedding business through marketing & PR tools (i.e., potential awards, promotion online sites, potential advertorials, bloggers and editorial)

Be an ambassador for the wedding market, ensuring the hotel and team are abreast of industry trends and client needs.

Conduct regular wedding competitor site visits, and research to ensure we are ahead of competition.

Continuous training and mentoring the Sales & Events Coordinator in all phases of the wedding show rounds, booking, negotiation, organization and management cycle.

Work with Executive Chef and Food and Beverage Manager to 'cost out' menus and events.

Complete all required reports as required from sales systems in use at the hotel.

Attend departmental and hotel meetings as required.

Any additional duties as requested by the ADOSM or senior management at the hotel.

Requirements:

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or

without reasonable accommodation, using some other combination of skills and abilities.

Experience in the wedding event market essential

Thorough knowledge of sales processes and ability to work this process to assist achieving annual sales goals.

Ability to work with computer programs, i.e., Windows, Microsoft Office and Catering Sales Program.

Ability to communicate in English, both orally and written, with guests and employees, some of whom will require high levels of patience, tact, and diplomacy to collect accurate information and to resolve problems.

Excellent attention to detail

Individuality, creativity and a flair for exciting new ideas along with outgoing and friendly personality

Ability to adapt to change, work well under pressure and deal with stressful situations during busy periods.

Ability to work a flexible schedule.

Always have a professional image in line with the Hotel standards

Be committed to the team and the Hotel industry

Minimum Requirements

Any combination of education, training or experience that provides the required knowledge, skills and abilities.

Position requires previous sales and customer service experience and a minimum of two years of experience in wedding & events management

Preferred Requirements

Diploma / Third level education in related field (Sales / Hotel Operations) preferred.

Additional important information

Job ref: VAC-13426

This is a full-time position.

Permanent role

Free Car Parking

5* Property

One of Donegal's finest hotels.

Award Winning Property

How to Apply:

Please send your full and up to date CV along with a cover note or email to David/Robert in our Multi-Sector team in order to apply for this role.

Please note at this time, applications can only be accepted from those who already hold legal right to work in Ireland.

Our team has many decades of recruitment experience and we provide our clients with a comprehensive service to supply and manage their workforce needs.

Currently we have offices across Ireland and U.K.

It is 3D Personnel's policy to work closely with both our clients and candidates in order to build strong, mutually beneficial and lasting relationships.

For a full list of jobs, we currently have available please visit [https://\(url removed\)/jobs/](https://(url removed)/jobs/)

3D Personnel is operating as an Employment Agency and Business.

Equality is at the forefront of our operation and we provide equality of opportunity to everyone.

You can review our Privacy Policy on the home page of our website.

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