

Wedding & Events Coordinator

Exeter Golf Club

Location: Centralia, Ontario, Canada

Department: Events/ Food & Beverage

Reports To: General Manager

Classification: Full Time Seasonal

Summary:

As the Wedding & Events Coordinator, you'll play a key role in both planning and executing weddings and events at Exeter Golf Club. Acting as the main point of contact between clients and the venue's operations team, you'll ensure every event runs smoothly and successfully from start to finish.

Primary Responsibilities:

- Maintain a solid understanding of company procedures, policies, and offerings
- Conduct venue tours and secure bookings for weddings and events
- Serve as the liaison between clients and internal departments to ensure clear communication
- Handle payment processing and finalize invoices
- Act as the on-site coordinator on event days, ensuring timelines and schedules are followed
- Oversee accurate setup of tables, chairs, and place settings according to event plans
- Proactively address issues and provide practical solutions as needed
- Contribute to the venue's success by driving bookings and ensuring high-quality event execution
- Take on Manager On Duty (MOD) shifts when required
- Collaborate effectively with venue staff and clients
- Support venue marketing efforts through social media engagement

Skills

- Strong organizational and time management abilities to prioritize tasks efficiently
- Confident in building and maintaining client relationships both in-person and virtually
- Exceptional communication and customer service skills
- Quick-thinking problem-solver with a calm approach to the unexpected
- Sharp attention to detail
- Ability to thrive under pressure and meet tight deadlines

Experience/ Qualifications:

- Previous experience in customer service
- Event or venue coordination experience is an asset but not required
- Comfortable performing general office duties, including managing email, phone, and POS systems
- Proficient with Microsoft Office
- Access to reliable transportation

Perks: Include complimentary golf and discounts on restaurant food.

Apply:

Please submit your resume & cover letter to Emily Edgar, General Manager at manager.exeter@golfnorth.ca. Please write "Wedding & Events Coordinator" in the Subject line