



## Wedding & Event Consultant Job Description

---

Are you the person who everyone comes to to help plan parties? Do you love to see your creative ideas come together beautifully? Have you ever thought about a career as a Wedding/Event Coordinator?

Occasions By J.C., LLC is a premier wedding and event planning company and we have a spot for you! Someone creative, ambitious, hardworking, and wanting to get paid for doing what they love!

### Responsibilities:

- Generate Clients by Following Up on Our Lead List and Networking
- Constant Communication with Upper Management
- Meetings with Potential Clients
- Attending Sales Meetings and Actively Takes Notes and Participates
- Market Research and Education i.e. Cultural Traditions, Blogs, Latest Trends, Styles, Etiquette etc.
- Data Entry
- Contacting Vendors and Negotiating Contracts
- Assists with On-site Production Detail i.e. Physical Set-up and Décor
- Budget Planning
- Keeping a Professional Demeanor at ALL Times
- Participate in Events and be the Communication Contact between Clients and Production Team to Effectively Execute the Wedding or Event
- File Maintenance
- Time Tracking/Management

### Minimum REQUIRED Skills:

- High School Diploma and Some College (Unless Interning)
- Ability to Eagerly Lead or Be Part of a Team
- Extreme Organization
- Negotiation
- Great Attention to Details and Creative
- Punctual
- Ability to Listen Effectively
- Ability to Read, Speak, and Write English Effectively
- Budget Conscious
- Microsoft Office Literate
- Ability to Follow Oral and Written Instructions
- Personable
- Positive, Go Getter with a Take Charge Attitude (NO ROOM FOR NEGATIVITY)

This Position is Commission Based. Your Earning Potential Depends on You!