

bijou

Bijou Wedding Venues

Job Title: Assistant Venue Manager

Venue: Notley Abbey, Buckinghamshire

Start Date: ASAP. Full time (5 days a week between Monday-Sunday)

Reports to: Venues and Operations Manager

We are looking for a candidate to assist the Venues and Operations Manager at Notley Abbey. Notley Abbey is an exclusive use, luxury wedding venue which hosts approximately 80 weddings per year. A positive, driven and enthusiastic team member is essential, ideally with some experience in hospitality although this isn't essential. The majority of weddings occur towards the latter end of the week and at weekends so candidates must be prepared to work weekends and evenings.

UK driving license required as all our venues are remote.

Responsibilities and Duties:

- On the day management during a wedding day ensuring our high standards are maintained and our couples every need are met. Each wedding will have a day manager who will work from 8/9am until the end of the wedding breakfast or until required and a night manager who will start during the reception drinks and stay until the end of the evening. You will rotate whether you work a day or night with the Venues and Operations Manager.
- Assisting the V & O Manager in managing the venue and grounds alongside our team of full-time maintenance, gardener and housekeeper.
- Recruiting, training, and scheduling a large team of waiting staff.
- Conducting show rounds of the venue to prospective couples.
- Managing monthly tasting sessions alongside the V & O Manager for our booked couples during our Wedding Planning days.

For the right individual, we can promise that you'll get:

- All of the training, support and enablement you need to excel in your new role.
- An open-minded, inclusive and collaborative work environment.
- 20 Days holiday plus Bank Holidays.
- Competitive salary with discretionary bonus

Please send your cover letter and CV to careers@bijouweddings.co.uk. We look forward to hearing from you.