



Bijou Wedding Venues  
Job Title: Wedding Planning Manager  
Start Date: ASAP. Full time (5 days a week between Monday-Sunday)  
Reports to: Group Wedding Planning and Admin Manager

We are looking for a candidate to assist couples with the administration and planning (via our Bijou Online Planner) of their wedding from booking until the big day, alongside answering general phone/email enquiries and other administrative tasks. A positive, driven and enthusiastic team member is essential, ideally with some experience in weddings or administration, to join a small team in a fast-paced environment, offering a VIP experience to clients.

UK driving license required. You will need to drive between our venues. Company cars are available, but you will need your own car for commuting from home.

Responsibilities and Duties:

- Allocation of between 80-100 couples per year.
- After allocation of brides/grooms/parties, sole responsibility for all the management of their online planners - arranging 2x planning meetings per couple and a food tasting as well as answering their general enquiries throughout the planning process.
- Attending planning meetings/tastings every Wednesday at different venues (Wedding Planning Wednesdays).
- Reviewing and finalising online planners ahead of the event date ensuring that all information has been recorded accurately so other departments clearly understand the information contained therein.
- Answering questions on the internal messaging system within 24 hours (48 hours over a weekend).
- Managing own schedule and workload, making sure that all work is completed on time and liaising with other team members as and when necessary.
- Assisting with training of other members of the team and graduates.
- Creating a food tasting schedules for Wedding Planning Wednesdays.
- General office administration:
  - Answering phones from prospective and booked brides
  - Answering email enquiries
  - Booking in visits
  - Booking weddings
- Any other duties

You'll be joining an expanding but highly efficient and well curated team of like-minded individuals who thrive on our combined successes.

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.
- A salary in line with the skills and experience you can bring to the table.

Please send your cover letter and CV to [careers@bijouweddings.co.uk](mailto:careers@bijouweddings.co.uk).

We look forward to hearing from you.