



## **Pembroke Lodge, Richmond Park**

### **Job Description: Wedding Administrator**

We are currently recruiting for a Wedding Administrator to join our friendly, fast-paced team, who will be responsible for the operational delivery of weddings at Pembroke Lodge. From venue viewings right up to the day itself, you will help couples plan their special day with customer service and attention to detail top of mind. As a key member of the weddings team, you will also be responsible for responding to enquiries from prospective couples and managing a large volume of files for each of your scheduled weddings, ensuring all details are organized and recorded accurately, including preparing detailed worksheets and invoices.

We are looking for a keen learner, who will quickly develop a thorough knowledge of our food and beverage, room layouts, entertainment, and other details pertaining to weddings at Pembroke Lodge to offer options and guidance to couples. Our ideal candidate has successfully worked in large events (100 attendees or more) and with culinary teams, is meticulously organized with first-class communication skills, and has a great deal of self-sufficiency and sales/administrative experience. Guest management with knowledge on how to navigate potential event challenges and look after our couples in a professional and genuinely caring manner is a must.

Our goal is to ensure a memorable day for each of our couples, delivered to their precise wishes. Please apply if the role sounds like a good fit and you're motivated by our goal.

### **What We Offer**

- Annual salary £20-24,000 p.a.
- Bonuses for bookings taken of c. £4-8,000 p.a.
- On-site free car parking
- Complimentary lunch and refreshments whilst at work
- 28 days annual holiday, incl. Bank Holidays
- A friendly working environment in Richmond Park
- Working days/hours of Thursday to Monday (9am – 5pm). Please note, there will be times your days will need to be flexible to cover holidays etc.

***To apply, please send your CV to [jane@pl.org.uk](mailto:jane@pl.org.uk)***