

Opolo

Job Title: Wedding & Events Coordinator

Summary: Opolo Vineyards is looking for an outgoing and energetic individual to plan and coordinate weddings on the property and assist with other winery events.

To be successful in the role, the best-fit candidate must have the following skills and leadership attributes:

Essential Functions:

- Coordinate details of winery events such as weddings, winemaker dinners, private dinners, corporate events, and employee appreciation events
- Market and sell winery weddings
- Manage correspondence with wedding clients and other event attendees
- Calculate budgets and execute other financial documents
- Schedule vendors, musicians, caterers and other talent for winery events
- Coordinate and monitor event timelines and work orders
- Develop marketing plans to maximize exposure for the winery events and weddings
- Collect payments and record data pertaining to income and expenses
- Work with management in order to handle complaints and dissatisfied customers
- Assist office with administrative tasks: phone calls, emails, etc.
- Ensure the facility is properly maintained and organize clean-up and repairs
- Hire and supervise part time event staff
- Act as a concierge for guests, providing recommendations on hotels, restaurants, wineries, breweries, and other activities in the area
- Other assignments as needed

Position Requirements:

- Minimum of 2 years working in events, weddings, hospitality or related field
- Exceptional customer service skills
- Outgoing, engaging, and friendly personality
- Strong written, verbal and interpersonal skills including excellent telephone communication, sales and customer service
- Ability to multi-task and work independently
- Strong organization and time management skills with attention to detail
- Proficient in Microsoft Word, Excel, Outlook & Publisher. Adobe Creative Suite is a plus.
- Ability to work nights and weekends
- Ability to operate a computer POS system
- Must be 21 years of age

Opolo

Compensation:

- Salary is DOE + commission
- Vacation/Medical/Dental/Vision/401K

Working Conditions:

- Regular working schedule to include all weekends and holidays
- Long and irregular hours during peak seasons and/or special events
- Ability to lift at least 50 pounds repeatedly (case of wine)