



Everlasting Impressions Wedding Planning

Everlasting Impressions is an international wedding planning service, who has been committed to making couples dreams become a reality for over 20 years. We offer a dedicated professional service, which allows you to enjoy and become excited about your special day and have a stress-free experience.

Positions looking for –

- **Wedding coordinator**
- **Wedding Planner**
- **Transportation crew**
- **Set up and tear down crew**

Job description

Duties: Coordination

- Coordinate with vendors, such as florists, caterers, photographers, and musicians, to ensure seamless execution of the event.
- Manage and oversee all aspects of the wedding day, including setup, timeline management, and troubleshooting any issues that may arise.
- Provide exceptional guest services throughout the planning process and on the day of the event.
- Communicate effectively with clients to understand their needs and preferences, providing regular updates and addressing any concerns.

Duties - Administration (Pre-Coordination)

- Maintain client files and update to reflect progress of the planning

- Creation of timelines and production schedules to distribute to all vendors associated with the wedding
- Respond to emails and calls and conduct meeting with clients to go over final logistics and coordination of the wedding day.
- Feedback information to Manger on progress and challenges
- Complete site visits with the couples
- Support with design. Research and create design plans in relation to their vision

Planning where required and experienced

- Collaborate with clients to plan and execute their dream wedding, ensuring all details are meticulously organized and executed.
- Manage and create budgets for each client and their wedding day
- Marketing duties

Qualifications:

- Previous experience in wedding or hospitality industry is preferred.
- Strong organizational skills with meticulous attention to detail.
- Excellent communication skills to effectively interact with clients, vendors, and team members.
- Ability to provide exceptional customer service and exceed client expectations.
- Excellent time management skills to meet deadlines and manage multiple projects simultaneously.

If you have a passion for creating unforgettable experiences and have the skills necessary to bring a couple's dream wedding to life, we would love to hear from you. Please submit your resume along with a cover letter detailing your relevant experience.

Job Types: Part-time, Casual

Salary: \$20.00-\$35.00 per hour

Expected hours: 10 – 25 per week

Benefits:

- Company events
- Flexible schedule
- Work from home

Flexible Language Requirement:

- French not required.

Schedule:

- 10 hour shift
- 12 hour shift
- 8 hour shift
- Weekends as needed

Supplemental pay types:

- Tips

Work Location: Hybrid remote in Airdrie, AB T4B 0A5

Application deadline: 2023-11-30