



## Wedding & Events Coordinator

We aren't interested in creating a workforce, we build a community at our hotels.

Join an exceptional team of hospitality heroes here at our wonderful hotel, Burnham Beeches.

We are passionate about ensuring a memorable stay for our guests and strive to ensure personal service, commitment, and individuality are at the heart of all we do.

Burnham Beeches Hotel is a 4-star hotel Georgian Hotel hidden amongst 10 acres of beautiful gardens in the Buckinghamshire countryside. The hotel boasts 82 bedrooms, a leisure club, extensive conference and banqueting facilities and a restaurant.

The hotel is busy throughout the year, with a focus on hosting both leisure and corporate guests for a variety of events. From private family functions, engagement parties, baby showers and weddings to product launches, conferences, board meetings, away days and more, we deliver a little stately service, with a lot of personality.

### Coming soon...

Due to be completed Winter 2024, Burnham Beeches Hotel is undergoing a beautiful transformation which has already started! Refreshments will take place across the hotel from our suites and bedrooms in the original Manor House through to the Reception and other public areas, staying in keeping with the Manor House's fantastic heritage and historical features.

This exciting project will see the hotel realised as the first of a new brand concept (more to come on this!) as well as delivering a striking environment for our guests to indulge in exceptional experiences...

It is a fantastic time to join the hotel community and bring your own ideas, expertise, and experience whilst driving hotel business and performance.

### The ideal candidate for Wedding and Events Coordinator:

We are looking for an enthusiastic and hard-working individual to join our friendly and professional meeting and events team. As a Wedding and Events Co-ordinator, you will be someone with a passion for customer service, eye for detail and drive to ensure the smooth running of weddings, events and conferences within the hotel.

You will be required to meet and liaise with clients from the initial show round and sales process through to the arrangement, coordination and efficient running of the final event. Be able to pro-actively identify the individual customer's needs, build relationships and deliver exceptional customer service.



If you are a proven Wedding Co-ordinator looking for a new challenge in a beautiful hotel and believe you have the passion and enthusiasm to drive the business forward, we would love to hear from you!

Experience with Rezlynx would be preferable, but not essential. A friendly personality and can-do attitude are compulsory.

**Some of the benefits you can enjoy as a permanent member of staff include:**

- Competitive salary with incentive scheme
- Discount schemes across the Corus Hotels group
- Free meals whilst on duty
- Training and development opportunities
- Company pension scheme
- Employee assistance programme
- 28 days paid holiday per year (inclusive of bank holidays)
- Teambuilding events
- Employee of the month
- Tripadvisor incentive
- Monthly Employee appreciation lunch
- Paid birthday off
- Uniform

*Please note:*

*In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of the eligibility will be required from candidates as part of the recruitment process.*

*The Corus Hotels Group is an equal opportunities employer. We are committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics in line with the Equality act 2010).*

**To apply, please send your CV and covering letter to  
[hr@burnhambeecheshotel.com](mailto:hr@burnhambeecheshotel.com)**