

ELOPE

MICRO WEDDINGS





CAREERS

ROLE

Wedding Planner & Stylist / Office Assistant

Part-time role with the possibility of moving to full-time

RESPONSIBILITIES

WEDDING PLANNER & STYLIST

- Consulting with the couple to discuss their wedding day vision
- Produce wedding run-sheets including agenda, supplier details & styling
- Using an online inventory system for quoting purposes
- Designing a personal style for the day using mood-boards and colour swatches from the ceremony, to lighting, florals, decor, and furniture etc.
- Putting together an inventory for everything needed to execute the design and source items/provide items
- Menu development / working with caterers to create menus
- Seating and floor plan designs
- Complete bump in / bump out for all involved vendors and liaise with the venue manager
- Ongoing communication with the booked couple via Google Meet, email, and phone
- Liaising and coordinating outsourced suppliers, not limited to custom designs, quotes, invoices

OFFICE ASSISTANT

- Assist Creative Director with general administrative tasks and support
- Data entry and diary management
- Invoicing using online accounting systems
- Blog and EDM campaigns
- Marketing assistance / Instagram & Pinterest

KEY REQUIREMENTS

- 3 years' experience within the wedding industry
- Advanced M/S Office skills, specifically Word and Excel
- Proficient with online inventory systems for quoting purposes / RMS preferred but not essential
- Proficient using Xero for invoicing purposes
- Highly experienced in Dropbox
- Impeccable attention to detail and the ability to work well under pressure
- High level of creativity and a passion for wedding styling and design
- Good time management skills and the ability to prioritise tasks
- Good decision-making skills and the ability to multitask



ABOUT YOU

- Highly organised with strong time management skills
- Excellent attention to detail
- Creative
- A passion for providing an outstanding customer service experience
- LOVE the wedding industry and curating luxe micro weddings and intimate elopements
- Excellent written, verbal communication skills
- Outstanding interpersonal and relationship building abilities
- High achieving
- Innovative
- Open minded, honest, authentic, and deep-thinking
- Optimistic
- Well presented
- Located in Northern NSW / Byron Bay

Immediate start on offer for a dynamic planner/assistant with strong communication and time management skills and an understanding of logistics. Impeccable attention to detail and an enthusiastic manner are a must.

ELOPE Micro Weddings is a premium wedding services company combining the region's most experienced, dynamic, and passionate wedding planners and coordinators, stylists and chefs, planning and hosting weddings from start to finish across numerous venues in the Byron Bay region.

This is an excellent opportunity to learn and gain experience within a growing organisation in one of the most desirable wedding destinations in Australia. If you're a fast learner, can adapt to varied tasks and enjoy a challenge within your role, we would love to hear from you.

To apply, please forward an up-to-date copy of your CV and Cover Letter to info@elope.com.au