



JOB POSTING

Wedding Specialist

Hotel Julien Dubuque is seeking a Wedding Specialist to create magical experiences for the brides who choose Hotel Julien Dubuque for their special day. Below is a sample of responsibilities:

- Maintain client relationship with follow-up calls, visits, etc., finalizing details close to the event date.
 - Effectively communicate to all hotel departments the information necessary to successfully execute the client's needs.
 - Monitor contractual agreements pertaining to room blocks, meeting space, food and beverage and special concessions.
 - Contact client on day of event, be there to answer questions, assist with change and provide support. Saturday work attendance will be required during events.
 - Leads site inspections/tours with customers, entertains and performs outside sales calls to develop leads.
 - Maintains a professional image at all times through appearance and dress.
 - Working knowledge of upscale, full service properties.
 - Develop a full working knowledge of the operations of the hotel.
 - Develop a complete knowledge of company sales policies and SOP's
 - Initiates and follows up on all leads.
 - Ability to effectively communicate, both verbal and written, with customers in a friendly and positive manner in order to solicit business, meet client needs and resolve complaints.
 - Ability to input information using a computer system and software.
 - Self-motivation – able to work effectively independently
 - Able to attend networking functions, even on nights and weekends.
 - Professional communication and presentation skills
 - A Great Team Player
 - Must possess a demonstrated passion to exceed.
 - Local market experience and business contacts are highly desirable.
 - Computer skills
 - Excellent time management skills and ability to delegate and handle multiple priorities.
 - Exhibit creative problem solving and strategizing.
 - Strong negotiation skills and decision making capabilities resourcefulness to conduct independent research and gather information to fully understand your market and strong analytical skills.
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- **Education**
 - High school or equivalent education required. Bachelor's Degree preferred.
 - **Experience**
 - 2 to 5 Years sales or event planning experience preferred.

**If you are interested in this position, submit your resume to
Lara LeGrand, Director of Sales & Marketing
dos@hoteljuliendubuque.com**