



Assistant Planner

Job Description:

Tum Hi Ho Events, LLC is looking to hire an energetic and detail-oriented individual to assist our lead wedding planners in coordinating and executing successful weddings. The assistant wedding planner's responsibilities include obtaining quotes from vendors, ensuring that budget changes are incorporated into clients' wedding plans accordingly, and collecting payments from clients for the services provided. You should also be able to create a time-line of all wedding-day activities for each client to ensure that everything remains on schedule. The assistant planner should be methodical and adept at handling difficult or stressful situations. Additionally the candidate should demonstrate exceptional communication, organization, and customer service skills.

Candidate Requirements:

- Bachelor's degree in hospitality management or related field is advantageous
- Proven wedding or event planning experience
- Proficient in all Microsoft Office applications
- Sound knowledge of different religions and religious practices
- Strong networking and negotiating skills
- Excellent problem-solving, organizational, and time management skills
- Exceptional communication and customer service skills
- Detail-oriented, methodical, and creative

Desired Skills & Qualifications:

- Calm demeanor and interpersonal skills: The ability to remain calm in the face of adversity is essential, as are excellent interpersonal skills.
- Negotiating: You must be a superb negotiator. As the bride's and groom's representative, it will be your responsibility to get them the best service, for example, venue, food, photography, and music, for the lowest price.
- Networking: Your ability to network will help you get the best deals possible.
- Time management and organization skills: Excellent organizational and time management skills are also a must.
- Knowledge of various religious customs: Knowledge of religions is imperative

since a wedding ceremony is often a religious one. Related to this is a knowledge of customs and traditions, which are also part of many wedding ceremonies

- Knowledge of color, design, and current trends: Expertise in color, music, and flowers are needed as well. Plan to spend a lot of time reading the current bridal magazines, of which there are many, to keep up with the latest trends
- Ability to work effectively in a fast-paced, high pressure work environment
- Strong ability to interact and get along with people from diverse background
- Ability to predict what could go wrong in an event and prevent it from occurring
- Exceptionally organized individual with strong ability to pay attention to details
- Ability to communicate with all stakeholders in written and verbal forms

Assistant Planner Responsibilities:

- Assisting Lead Planners initial consultations with clients to discuss the wedding packages available, the type of wedding desired, and their wedding budget
- Discuss and plan the scope of the events, including the # of events, time, location, and cost with lead planner
- Confering with lead planner to discuss wedding details, including venue options as well as entertainment, catering, and decoration preferences.
- Scheduling meetings with clients to tour suitable wedding venues and meet with vendors, such as florists, photographers, caterers bakers, and invitation designers.
- Request contracts with selected vendors
- Schedule meetings the venues to ensure that they meet the couples' requirements
- Deal with any difficulties that occur before, during, and after the event, making sure things go smoothly
- Monitoring all wedding-day activities to ensure that everything runs smoothly.
- Coordinate additional services such as rooms for the couple and guests, transportation, and catering
- Review wedding event bills and approve vendor payments
- Monitor wedding event activities to ensure that the couple and guests are satisfied
- Must be willing to travel