



# MAGHERAMORNE ESTATE

## Wedding & Events Co-ordinator

### Full-time or Part-time

Magheramorne Estate is a private family-run estate offering exclusive weddings, corporate hospitality, and luxury dining and accommodation. We deliver exceptional experiences in a truly unique setting, nestled on the coastal route, 30 minutes from Belfast.

We are seeking a driven and personable Wedding & Events Co-ordinator to join our team and play a key role in supporting sales across weddings, corporate events, high-end private dining and accommodation.

### Key Responsibilities

- Support the sales process by responding to enquiries, preparing proposals, and assisting in converting bookings.
- Act as a main point of contact for clients, ensuring clear communication and excellent service from enquiry through to event delivery.
- Assist with planning and coordinating weddings, corporate events, and private dining, ensuring all details are accurately recorded and communicated.
- Liaise with clients on menus, dietary requirements, and event schedules, maintaining high standards of professionalism
- Prepare event documentation including client correspondence, contracts, and function sheets. Weekly: 70% client liaison, admin and planning, 30% client-facing and operational.
- Assist and support Head of Events, Sales and Events Manager, Senior Wedding and Events Co-ordinator daily
- Support show-arounds and client meetings, presenting the estate in line with brand standards.
- Work closely with the operations team to ensure a seamless handover from planning to delivery.
- Provide administrative support including CRM updates, reports, and filing of client records.
- Contribute to the development of sales and guest experiences in line with brand values.
- Represent the estate at events and client meetings where required, always upholding the estate's values of exclusivity, food-first, expertise, and nature.

## Essential Criteria

- 2+ years' experience in event sales support, preparation and delivery, preferably at luxury level in hospitality.
- Experience supporting the sales process and assisting with converting enquiries into confirmed bookings, ideally within hospitality and events industry.
- Strong guest liaison skills and ability to build professional working relationships with new and repeat clients
- Good working knowledge of event menus (food and beverage) including basic understanding of allergen management.
- A passion for event management, sales support and delivery.
- Ability to self- manage time to complete tasks within the timeframe
- Strong organisational skills, interpersonal communication abilities and capacity to work with guidance and support.
- To be able to work as part of a team and the ability to use own initiative
- Good personal time-management skills with ability to prioritise tasks and manage work pressures.
- Commercially aware, able to manage sensitive data confidentially.
- Strong administration and communication skills, both written and verbal, with attention to detail. Proficient in Excel, MS Office and IT systems.
- Eligible to work in UK.

## What We Offer

- The opportunity to work in a stunning, exclusive estate setting.
- A supportive and ambitious, highly experienced team with a passion for delivering excellence.
- Competitive salary
- Career development opportunities within a growing business.

To apply, please send your CV to [recruitment@magheramorneestate.com](mailto:recruitment@magheramorneestate.com) before Friday 1<sup>st</sup> May 2026.