

About Us

At **Casa Hotel**, we pride ourselves on creating memorable experiences for every guest who walks through our doors. As the highest AA-rated 4-star hotel in Chesterfield, we offer stylish accommodation, exceptional event spaces, and a welcoming lounge bar and dining experience.

Alongside our sister venue, **Peak Edge Hotel**; a beautiful hotel set on the edge of the Peak District; we host some of Derbyshire's most special weddings and events. With recent renovations and stunning surroundings, Peak Edge is also home to a beautiful two-rosette restaurant and elegant banqueting spaces, offering a truly special setting for any occasion.

The Role

We're looking for a friendly, enthusiastic, and passionate **Wedding Coordinator** to join our team.

This is a fantastic opportunity for someone who genuinely loves people, enjoys being part of life's special moments, and takes pride in delivering exceptional service. You'll be at the heart of helping couples and clients bring their visions to life, creating unforgettable weddings and events across two stunning venues.

What You'll Be Doing

- Being the first point of contact for wedding enquiries, creating a great first impression every time
- Building strong relationships with couples and guiding them through their wedding journey
- Hosting show rounds and appointments, showcasing our venues with confidence and warmth
- Creating tailored proposals and ensuring every detail is just right
- Working closely with our operational teams to make sure every event runs smoothly
- Supporting sales targets while always putting the client experience first
- Managing event details through our systems and coordinating suppliers where needed
- Ensuring every couple feels supported before, during, and after their event
- Support the events sales team with handling of Christmas enquiries and Special events.
- Gathering feedback and helping to build lasting relationships and repeat business
- Holding strong working relationships with all departments, including, kitchen, front of house and head office.
- Getting involved in wedding showcases, fayres and special events

About You

We're looking for someone who:

- Has previous experience in a similar role
- Is naturally organised with a great eye for detail

- Is a confident communicator with a warm and professional manner
- Loves working with people and creating memorable experiences
- Brings positive energy and a “can-do” attitude to the team
- Works well both independently and as part of a close-knit team
- Is comfortable using Microsoft Office and CRM systems
- Has experience in hotel or hospitality settings