



Event Manager

At Olaya Events & Company, We Create Extraordinary Experiences.

It's more than a slogan, it's our purpose and we do it every day. There are long days and incredible challenges, yet when each event comes together there is no greater feeling than contributing to others' lives, whether it's a wedding uniting love and families or a corporate hosting, we are part of creating something larger than us. We want you to bring the determination, courage, and passion to everything you do to serve people. You will be expected to bring high level of attention to even the smallest details, to honor your word and follow through on your commitments, to do the right thing, and to uphold team members in the highest regard. Our mission is to constantly improve ourselves, continuously raising our bar that we will inspire and lead by dominating the wedding and event market.

Together...we will knock people's socks off. We will make event planning stress-free. We will serve our clients so they feel like honored celebrities at their own event.

The work – First 90 Days

- Meeting with clients to finalize details.
- Managing successful execution of events and weddings.
- Exceeding monthly sales goals across three lines of business.

Daily Execution Excellence

- Meeting with clients to finalize event details thirty days prior to wedding and/or event date, completing and communicating all necessary documents accurately and on-time
- Coordinating with all event vendors to ensure success of event.
- Directing rehearsals.
- Managing event and ensuring level of standard quality is achieved.
- Exceeding company response standards when communicating with clients.
- Providing accurate quotes, contracts and follow-ups in accordance to company standards.



One Year and Beyond

- We are driven and expect a high-level performer to have opportunities available to them such as: advanced training, management of larger projects, and personal and financial growth.

Qualities

- High Level of Attention to Detail
- Strong Sense of Care & Loves to Provide Service to Others
- Ability to Lead, Coach and Motivate Teams
- Able to build genuine relationships with others quickly

Expertise

- Bachelor's degree required
- Strong Customer Service Background
- Minimum of one year of management experience
- Minimum of two years as a wedding coordinator
- Ability to work nights and weekends is required for this position.

Applying

Send resume to krista@olayaevents.com and answer the following – What is it that intrigues you about the job and why do you believe you're a fit?