

AFTER THE ROCK

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# ATR all rounder

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Not your traditional wedding planning service, After the Rock is your online inspiration, your opportunity to create a wedding that surpasses your every expectation, your instant stress eraser, your 'cheap insurance' that no element will be forgotten or overlooked and your Bridley BFF all rolled into one.

From webinars where you can listen in and gain expert advice, free daily inspiration on instagram, facebook and twitter, opportunity's to Ask G your most pressing question, guided video tutorial programs to working one-on-one with Georgie as your wedding consultant helping you plan, style, and execute your wedding - there is an option for you to suit every Bride needing a little (or a lot of) advice.

**ARE YOU AN ABOVE THE LINE THINKER WITH AN EPIC EYE FOR DETAIL, A 'HELL YEAH' ATTITUDE, A PASSION FOR PEOPLE AND A NEED TO BE PUSHING THE BOUNDARIES AND MAKING SIGNIFICANT CHANGE IN THE WEDDING INDUSTRY?**

## The Role

Manager of First Impressions and ATR All Rounder – primarily responsible for keeping our clients ridiculously happy, working directly with After the Rock's director, Georgie, assisting with all elements of bringing a wedding to life – along with the end-to-end management of ATR's live workshops, webinars, online programs and assisting with the marketing calendar.

## The Duties & Responsibilities

With help from the Director, specifically you will be responsible for facilitating the wedding planning process for our couples from first contact right through to their wedding day, researching, sourcing and generally being the back stop to the director and assisting with all of ATR's needs.

## Manager of First Impressions and All Rounder

- Sourcing for ATR Events such as workshops, online webinars and live Ask G's
- Managing the directors interview, meeting and client consultation schedules
- Researching all things incredible in the world of weddings and events
- The first point of contact for all enquiries and following the ATR sales and planning processes put in place
- Manage client's directives, goals and overall expectations
- Develop and manage wedding timelines, run sheets, event orders and floor plans
- Potential to assist with set up and running of client weddings
- Have superior client management skills
- Miscellaneous: site visits, general admin, following up on leads

## Your Skills

- Significant experience and passion for working in customer service
- Ideally from an event agency, events or weddings background
- Good level of skill and knowledge in Event Management
- Confident in your delivery of events, sourcing and taking initiative
- Excellent communication skills and confidence
- Fantastic client management skills
- An eye for design and detail
- Epic initiative
- Strong organization, communication and project/time management/mastery skills
- Ability to perform complex tasks and to prioritize multiple projects
- Business and financial acumen
- Flexibility and ability to travel and to work a few nights and weekends
- Proficient in Microsoft Word, Excel, PowerPoint and InDesign.

## Why Work Here

- We are creating something new and exciting and changing the wedding planning game.
- Starting as a nomad – sometimes in office however more often an online role – meaning you can essentially work from anywhere in the whole wide world (same time zone – Sydney Australia -preferred).
- We have created a solid brand and are ready to take it to the next level with some really exciting projects. Come for the ride with us!

## Need To Know

This is a part time contractor role – 2 to 3 days a week with potential to turn into a full time role. If you are a stand out individual I would love to hear from you!

\*\*\*Please apply by sending a cover letter as to why you think you're the right fit for the role and include your resume and send to [Georgie@aftertherock.com.au](mailto:Georgie@aftertherock.com.au). Due to the popularity of this role and large number of applications received we may not be able to reply to all applications. Please note: all applicants who are successful in the next stage will be contacted within 7 days of applying. Feel free to contact us on instagram @ [aftertherockweddings](#) and get our attention!