

Location: Atholl Palace Hotel, Pitlochry, Perthshire, PH16 5LX

Job Type: Full-Time, Permanent

Atholl Palace Hotel, one of Scotland's most iconic and historic venues, is seeking a talented and organised Weddings, Events & Conference Coordinator to join our team.

This is a rewarding, hands-on role suited to someone with a passion for hospitality, event planning, and exceptional guest service.

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### About the Role

As our Weddings, Events & Conference Coordinator, you will be responsible for planning and delivering exceptional weddings, private functions, and corporate events. You will be the main point of contact for clients from the initial enquiry through to the successful delivery of their event, ensuring every detail is managed with care and professionalism.

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### Key Responsibilities

#### Weddings and Private Events

- Manage all aspects of wedding planning from enquiry to execution
- Conduct venue show-rounds and client meetings
- Coordinate all details including menus, layouts, décor, entertainment, and timelines
- Be present on the day of the event to oversee smooth delivery and resolve any issues

#### Corporate and Group Events

- Handle bookings for conferences, corporate retreats, and private functions
- Liaise with internal departments (kitchen, housekeeping, AV, spa) to ensure delivery of event requirements
- Prepare accurate event briefs and schedules for operational teams

#### Sales and Administration

- Respond promptly and professionally to all enquiries

- Ensure that telephone calls are answered and responded too
  - Maintain records of all client communications, contracts, and event details
  - Support marketing activities including open days, wedding fairs, and online promotions
  - Collaborate with the wider sales and reservations team to maximise event bookings and guest satisfaction
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### Ideal Candidate

- Proven experience in weddings and/or events coordination within a hotel or venue setting
  - Strong organisational and administrative skills with keen attention to detail
  - Excellent verbal and written communication skills
  - Confident in dealing with clients, suppliers, and internal teams
  - Calm, proactive, and solutions-focused under pressure
  - Flexible and willing to work evenings and weekends as required
  - Proficient in Microsoft Office; experience with hotel booking systems is an advantage
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### Why Work With Us?

Atholl Palace Hotel is a landmark destination in the Scottish Highlands, offering breathtaking views, rich heritage, and exceptional guest experiences. Joining our team means being part of a supportive environment where your contribution to creating memorable events is genuinely valued.

A competitive industry salary applies

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### To Apply:

Please send your CV, including references, and a short covering letter to [salesmanager@athollpalace.com](mailto:salesmanager@athollpalace.com)