

JOIN OUR TEAM

Wedding Day Assistant

Celebrate by Cece is a professional wedding planning and coordination company based in St. Louis, owned and operated by a Certified Wedding Planner. We specialize in assisting couples throughout the planning process with packages and services designed to fit our clients' unique needs. Our goal is to ensure their wedding day is as they've always envisioned it, managing the details and logistics, so they can relax and enjoy their special day.

Requirements

- Positive attitude!!
- Professional composure with a smile
- In-the-moment flexibility
- Ability to solve problems under pressure
- Must be able follow directions
- Ability to work with a sense of urgency
- Must be able to stand for very long periods of time
- Ability to lift 30 pounds
- Reliable transportation, preferably a person vehicle
- Minimal experience in hospitality or customer service
- All black professional attire with comfortable black shoes
- Ability to work late nights & weekends

Potential Duties

- Rehearsal coordination & cueing
- Pick up of wedding day items
- Set up rentals, decor, chairs, tablescapes, etc. as directed
- Perfecting place settings
- Directing vendors for setup/teardown
- Timeline management
- Cueing vendors, bridal party, family, etc.
- Event clean up
- All other duties assigned

Bonus

- Experience in weddings or events
- Good at anticipating needs
- Eye for details & design
- Good sense of humor
- Enjoys life
- Loves dogs

Email resume to
celebratebycece@gmail.com



This is a paid position.