



Event Transportation Planner Job Description

Employment Type: Full-Time

Shifts: Mid-day + Some Weekends

About Delux Limousines:

Delux Limousines is a premier luxury transportation company, providing exceptional service for weddings, corporate events, airport transfers, group transportation, tours, and more. Our fleet includes Sedans, SUVs, Vans, Stretch Limousines, Sprinters, Limousine Buses, Shuttle Buses, and Mini Coaches. We are committed to delivering memorable travel experiences and superior customer service for every client.

About the Role

We are seeking a **detail-oriented and highly organized Event Transportation Planner** to join our team. In this role, you will be the main point of contact for clients planning events, ensuring seamless coordination between clients, chauffeurs, and our operations team. The ideal candidate thrives in a fast-paced environment, loves problem-solving, and is passionate about delivering exceptional experiences for clients.

Key Responsibilities

- Respond promptly to all incoming calls, emails, and client inquiries.
- Provide accurate quotes and coordinate transportation logistics for weddings, corporate events, and special occasions.
- Dispatch chauffeurs efficiently and ensure timely pickups and drop-offs.
- Track flights, monitor routes, and update dispatch logs to maintain smooth operations.
- Document and report incidents or service issues accurately.
- Maintain client satisfaction by proactively addressing concerns and resolving challenges.
- Collaborate with the team to manage high-volume periods and special events.
- Assist with administrative tasks, including scheduling, confirmations, and system updates.

Qualifications & Requirements

- Minimum of 1 year of experience in customer service, hospitality, or event planning.
- Strong organizational skills with attention to detail.
- Excellent communication and interpersonal skills.
- Ability to multitask and thrive under pressure in a fast-paced environment.
- Proficiency with Google Suite (Docs, Drive, Gmail, Sheets) and computer systems.
- Flexible schedule, including availability for weekends when needed.
- Quick learner with a positive, “can-do” attitude.

Desired Traits

- Client-focused and service-oriented
- Problem solver with analytical thinking
- Adaptable and flexible under changing conditions
- Autonomous yet collaborative team player
- Able to anticipate client needs and exceed expectations

Compensation & Benefits

- Competitive salary
- Opportunity for partially remote work after 60 days
- Professional and supportive work environment
- Career growth opportunities within the company