

Job #0119 | Tradeshow Coordinator | Flower Mound, TX

The **Tradeshow Coordinator** is responsible for ensuring that all aspects of corporate tradeshow events (40-50+ events annually) are well-planned and run smoothly for successful execution. This includes assisting with logistical planning of large multi-segment tradeshow events as well as supporting smaller events and meetings. Wearing many hats comes with the territory and this important position can be exhilarating, fun, and fulfilling for the right high-energy person.

Job Responsibilities:

- Application of established standards, techniques, and practices of event management, including research, planning, coordination, execution, and evaluation.
- Work with the marketing team to coordinate logistics and deliverables for tradeshow events. Logistics can include: booking booth and meeting space, scheduling meetings and calendars, and creation of registration badges.
- Management of the housing, packing, and shipments of tradeshow inventory/materials to and from the warehouse
- Work and manage multiple events and vendors simultaneously
- Plan, schedule, and perform internal pre- and post-show communications
- Assist with the coordination and arrangement of the layout, displays, and event materials as well as event promotion
- Arrange accommodations and transportation for participants
- Track expenses and assist in financial supervision of show budget
- Ensure processing of show leads in CRM system
- General departmental overflow assistance

Qualifications (min. educational and experience qualifications):

- Bachelor of Arts or Sciences Degree in communication, marketing, hospitality / event management, or related field preferred
- 1-2 Years' Experience in trade show / event
- Detail-oriented with extraordinary organizational and planning skills
- Ability to multi-task and meet hard deadlines
- Excellent written and verbal communication skills at all levels of the organization, both internally and externally
- Ability to work independently as well as collaborate in a team environment
- Ability to work in a fast-paced setting, with multiple / changing priorities while maintaining strong focus on execution
- Willing to travel roughly 30% domestically to organize and oversee events as needed
- Depending on the number and timing of shows planned, weekend and evening hours can be expected and the individual may need to be accessible by phone.

Key Competencies:

- Must be proficient in Microsoft Office suite (especially Excel)
- Must be able to lift and/or move up to 75 lbs
- Onsite duties may require bending, walking, or standing for an extended period of time
- Hubspot or related CRM system knowledge a plus
- ShowGo or related coordination/management software knowledge a plus
- Customer service excellence
- Effective and efficient work practices
- Strong problem-solving skills
- Positive, go-getter attitude eager to take charge and tackle necessary tasks to get the job done
- Dedication and passion for the company mission and work at hand
- Sense of humor greatly appreciated