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# Example of Trade Associate Job Description

Our company is growing rapidly and is looking for a trade associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for trade associate

* Maintain responsibility for working with brand marketing, product marketing and sales to determine both yearly event strategy and individual strategic approach to each show or meeting
* Facilitate proper inventory management practices for all inbound and outbound equipment for all events and shows with Order Entry and Inventory
* Develop equipment list for assigned project to ensure an adequate supply of equipment for exhibit
* Facilitate and implement all pre trade show activities such as preparing applications, arranging for the shipment of equipment, and making travel and hotel arrangements for customers and sales personnel
* Work with Marketing and Sales teams in providing promotional items, such as premiums and give aways for Tradeshows Exhibits and Meetings
* Manage the Exhibitor Display Vendor on assigned projects
* Maintain responsibility for selection of booth site location, design of booth layout and graphics and signage with input from Marketing and Sales
* Work with vendors to arrange space, provide equipment and setting up and dismantling the space
* Attend and manage assigned key trade shows to ensure that all activities and events are properly staffed and that all necessary materials are available and in good supply
* Supervise all on site operations, staff and trade show product for assigned projects in advance to ensure appropriate supply of product to support exhibit

## Qualifications for trade associate

* Strong working knowledge of International TA primary applications ( RIVA, IWSR )
* Demonstrated experience working in logistics including oversight of 3PL’s, freight forwarders and customs brokers, and small package carriers
* Pharmaceutical/biotech distribution experience including GDP/GMP regulations and Customs/FDA import procedures
* Formal training / certification in US and International import/export requirements and documentation
* Experience with ERP systems and databases
* Proficient knowledge of Microsoft Office tools including Excel and Project