



Example of Trade Associate Job Description

Powered by www.VelvetJobs.com

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

-
- 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