



Example of Trade Show Coordinator Job Description

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Our company is hiring for a trade show coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for trade show coordinator

- Arrange hotel accommodations and meeting facilities for corporate personnel, field sales personnel, and other participants at trade shows and sales meetings
- Coordinate equipment orders with Asset Management
- Assist in gathering information on restaurants and entertainment facilities in convention cities and coordinate reservations and arrangements when requested
- Develop attendee list and work schedule
- Recommend, participate in and implement policies and procedures as they relate to Trade Show and Event programs
- Coordinate notification and distribution of meeting logistics to attendees
- Maintain and update show files Reporting per government regulations as a responsibility
- Assist in meeting planning logistics for major meetings, including National Sales Meetings
- Ensure alignment with marketing and marketing communications to ensure tradeshow objectives are clearly articulated and established goals are met
- Manage project timeline for on-time/on-target deliverables, including artwork deadlines and show shipments

Qualifications for trade show coordinator

- Ability to prioritize and multi-task in a team driven environment and meet tight deadlines is desired
- Ability to adapt to ever-changing circumstances is necessary
- Ability to think creatively is a must
- Ability to resolve conflicts efficiently and amiably is desired