



# Example of Trade Show Coordinator Job Description

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Our growing company is hiring for a trade show coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for trade show coordinator

- Working with creative team to create marketing deliverables relating to trade show programs and sponsorships
- Support all trade show and events logistic planning and execution
- Assist Trade Show Manager to execute trade show management for all trade shows
- Assist in booking travel arrangements & lodging for sales reps
- Manage the packing and logistics of trade show equipment and ensure that all equipment arrives at each show in a timely manner
- Maintain trade show calendar and assigned project tasks in project management software
- Assist in budgeting and tracking of all trade show costs
- Work closely with marketing and sales to promote trade shows, distribute attendee registration lists, and email blasts
- Partner with marketing team to manage the collection and retrieval of all leads acquired at events
- Potential travel to support onsite events

## Qualifications for trade show coordinator

- Understanding of healthcare or technology trade shows, procedures and regulations strongly preferred
- Demonstrated organizational skills with attention to detail, accuracy, and

- Ability to orchestrate multiple activities at various stages and to use resources effectively and efficiently
- Strong project management skills with ability to simultaneously manage multiple projects, priorities, and deadlines and to adapt to continually changing project information, inputs, and priorities
- Process orientation and flexibility to think and work at a strategic and tactical level
- Adept at database management, Microsoft Office, and Adobe software applications