



Example of Trade Show Manager Job Description

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Our growing company is searching for experienced candidates for the position of trade show manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for trade show manager

- Arrange temps in market for assistance
- Ensures standards for quality customer service
- Manage stock levels making key decisions about stock control, places reorders with internal merchandise team
- Oversee store managers for Intel store in CA and Oregon
- Ensure consistency in sales growth for the stores, highlighting key retail initiatives within the store
- Monitor Sales figures and forecasting future sales
- Provides training, coaching and development to sales managers & associates
- Hire temps, training, coaching for Trade Shows & Pop up Stores
- Working with vendors to arrange space, literature, hotels, equipment rental, and set-up and dismantling of the show
- Partner with cross-functional team to develop and execute promotional plans to maximize company exposure and produce sales leads

Qualifications for trade show manager

- Exceptional organizational skills and ability to manage multiple responsibilities simultaneously are essential
- Good negotiating ability is desired
- Ability to travel domestically approximately 30% is necessary
- A minimum of 3 years of marketing experience desired, preferably with some concentration in the communication aspects of the business

