

JOB SUMMARY

TRADE SHOW COORDINATOR

We are seeking a talented Trade Show Coordinator who will be responsible for supporting the successful execution of corporate tradeshows, meetings, and conferences. Other duties include the following:

- Work with conference planning team to coordinate logistics and deliverables for trade shows. Logistics can include: booking booth and meeting space, creation of registration badges, managing housing, packing and sending exhibition material from the warehouse and returning exhibition materials to the warehouse.
- Work with vendors, e.g. exhibit sponsor, freight forwarders, printers, etc., to ensure timely, cost-effective execution.
- Manage sponsorship schedule including working with internal partners on upcoming sponsorship activity, fulfilling logistical requests and updating marketing reports.
- Assist in creation and publication of pre-show and post-show communications.
- Develop staffing and pre-conference training schedules.
- Travel to and support onsite execution and management of key events, including show set-up and take-down.
- Track expenses and assist in complete financial reconciliation.

Qualified candidates must possess the following

- AA Degree preferred.
- 1-2 years experience in trade show/events and/or the life science industry.
- Proficiency with Microsoft Office suite.
- Strong communication and interpersonal skills.
- Strong organizational and planning skills.
- Detail-oriented with excellent follow-up and time management skills.
- Adept at handling multiple projects simultaneously under pressure to meet deadlines.

Send your resume to: careers@viveve.com