

Tradeshow Operations Coordinator

Company:	1105 Media Inc.	Location:	Falls Church, VA 22042
Status:	Full Time, Employee	Job Category:	Project/Program Management
Relevant Work Experience:	2+ to 5 Years	Career Level:	Experienced (Non-Manager)
Education Level:	Bachelor's Degree		

Job Description

1105 Government Information Group, a growing division of 1105 Media, is seeking an Operations Coordinator to join the events department. This position reports to the Director of Operations and will provide project management, logistical support and excellent customer service for a variety of 1105 events and tradeshows.

RESPONSIBILITIES

- Provide logistical coordination and support to ensure the successful execution of tradeshows and events.
- Provide customer support to exhibiting companies and sponsors, responding to inquiries and effectively communicating show rules, regulations, and best practices.
- Oversee the sponsorship fulfillment process, ensuring deliverables are accurately communicated and deadlines are met.
- Maintain accurate floor plans, including making necessary booth configurations, confirming assignments, and posting online.
- Timely creation of the exhibitor service manual and any other exhibitor services correspondence required, including deadline reminders.
- Primary contact for onsite tradeshow customer service inquiries.
- Work directly with vendors to resolve issues.
- Manage onsite registration, including supervising registration staff and equipment.
- Assist with the preparation of show specifications for vendors and facilities.
- Create request for proposals and perform vendor and facility/site research.
- Other duties as assigned.

REQUIREMENTS

- Bachelor's degree and a minimum of 2 to 3 years experience in the tradeshow industry.
- Excellent organizational and project management skills, with the ability to successfully coordinate several events simultaneously.
- Excellent communication and superior customer service skills.
- Ability to maintain a positive attitude while working in a fast paced environment and taking on new challenges.
- Availability to work extended hours as necessary.
- Proficient with Microsoft Word, Excel and Outlook applications. Expocad proficiency a plus.

We offer a competitive salary and a comprehensive benefits plan which includes medical/dental/vision insurance, life insurance, disability insurance, 401(k) plan, and a generous paid time off (PTO) program.

Interested candidates should send a cover letter and resume to jobs@1105media.com

We are an equal opportunity employer