



CLIENT SOLUTIONS COORDINATOR

OVERVIEW

The Client Solutions Coordinator is responsible for providing clients with a well-rounded planning and service experience. You will be in a lead and/or supporting role in the planning and execution of events and provide guidance, consultation, and high-level logistics coordination. You will execute the event plan in alignment with the client's objectives and requirements. This position starts at \$45,000-\$55,000 annually.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Populate and organize deadline dates for critical show events and logistics in our project management software.
- Create and update show services estimates for our clients with accurate pricing and quotes from our preferred vendors.
- Create project schedules for our client's trade show appearances and ensure that all deadlines are met and that client decisions / responses are obtained in a timely manner.
- Maintain overall show program schedules and secure transportation of all properties to and from show site.
- Manage, create, and cultivate positive relationships with vendors and trade show venues to effectively coordinate outside services as needed.
- Complete all booth space contracts for our client's shows
- Manage the ordering for all services for upcoming shows. Review all floor plans, electrical layouts, and insurance information as needed.
- Review all show materials with the appropriate supervisor prior to each show or event, as applicable.
- Coordinate on-site event labor for setup and dismantling of exhibit
- Collaborate with production, sales and finance departments to ensure overall client satisfaction.

REQUIREMENTS

- Overall knowledge of Microsoft Office
- Excellent interpersonal communication and organizational skills.
- Ability to prioritize and multitask in a team environment while working under deadlines.
- Exemplary time management capabilities coupled with an ambitious work ethic
- Willingness to answer calls and emails at extended hours, including possible nights and weekends.
- Readiness to travel to events and shows as needed (rare).

INTERESTED?

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