

ShowEvent Coordinator Needed (St.Louis Region)



Location **Missouri**
<https://www.genclassifieds.com/x-380496-z>

Seal Smart is a well-established company seeking an individual to manage our events at Trade Shows, Fairs, and Festivals. This position requires the perfect candidate to be able to Hire, Train, and Motivate their event personnel. This individual must be organized, have time management skills and computer literate. You must be a punctual leader, who can work well in a group or independently. Applicants need to be goal oriented and excited about being part of a winning team. We offer great compensation, company training and an excellent work environment.

Responsibilities and Duties may Include but are not limited too...

- Previous experience in event planning or project coordination
- Possess excellent interpersonal, written and customer service skills
- Confidence to speak in front of large groups
- Past supervisory or managerial experience in order to manage your events team
- High level of professionalism
- Strong problem solving abilities
- Ability to work independently and assume responsibility

The Role

- Must be able to manage the preparation and delivery of event supplies lifting, loading and driving
- Ability to travel
- Valid driver's license (mandatory)

Proficiency with Microsoft Office Word, Excel, Publisher
 Comfortable with the use of a computer (smart phone, laptop and tablet)
 Extraordinary attention to detail
 Ability to work in a fast paced environment
 Team building experience

If you have a great attitude and high enthusiasm, please send your resume. 4 year degree is a plus but not

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