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.

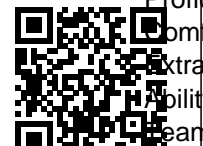 Responsibilities and Duties may Include but are not limited too...
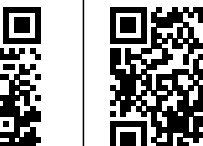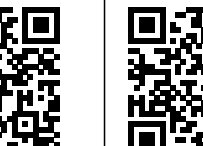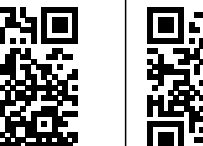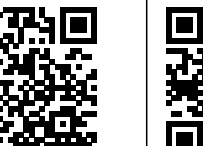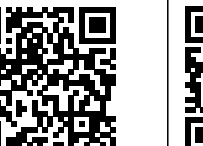
  Previous experience in event planning or project coordination
  Possess excellent interpersonal, written and customer service skills
  Confidence to speak in front of large groups
  Past supervisory or managerial experience in order to manage your events team
  High level of professionalism
  Strong 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 technology (smartphone, video and tablets)
  Extraordinary attention to detail
  Ability to work in varied environments
  Team building experience

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