

# 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 (smart phone and laptop)  
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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