

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...

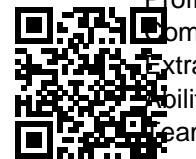
Previous experience in event planning or project coordination
Possess excellent interpersonal, written and customer service skills
Confidence to speak in front of large groups
Past supervisory or managerial experience in order to manage your events team
High level of professionalism
Strong problem solving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

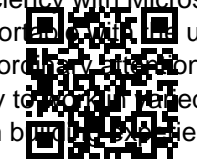
Proficiency with Microsoft Office Word, Excel, Publisher
Comfortable with the use of a handheld (smart) phone and
Extraordinary attention to detail
Ability to work in a fast paced environment
Team building experience

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



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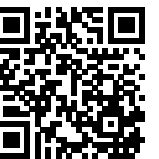
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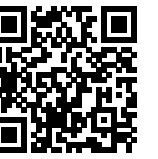
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