

ACCOUNT COORDINATOR

Looking for a highly organized, detail oriented individual to support a team of Account Executives within a fast-paced environment working within the Exhibit & Event Industry. Must be able to multi-task multiple projects at the same time, build strong relationships with internal departments, strategic partners, and our clients. A deadline driven business mind set is a must, handling margin responsibility, delegation of task management, and organizing multiple reports like A/R, Job-Costing and Commission work sheets a plus. Ability to work with differing styles of exchange and strong interpersonal communication skill sets a must. Tasks required include: Quoting, Estimating, Scheduling, Job-Costing, A/R Collections, and Task Management

JOB TITLE:

Account Coordinator

JOB PURPOSE:

Working with Account Manager/Sales Executive on Client projects as the Account Coordinator who, with a focus on service, will organize details, orders, meets deadlines, and works with design and production on all processes and tasks set in pace on all initiatives for either events or exhibits within the trade show industry. An Account Coordinator is also expected to be cross trained with the Account Manager so that during PTO days, the Account Manager can be fully covered by their Account Coordinator.

SKILLS/QUALIFICATIONS:

Ideal Candidates are motivated, driven, self-starters that are looking for a career path in an exciting industry!

- Skills of past successful coordinators are:
 - Detail Oriented
 - Multitask oriented
 - Relationship Builder
 - Margin Competence
 - Negotiation Skills
 - Exhibit Design Understanding + Graphic Design
 - [Salesforce.com](https://www.salesforce.com) Experience a plus
 - Fluent in Microsoft Office programs
 - Internet search engines
 - Resourceful
 - Ability to learn software programs easily
 - Career Minded as opposed to a "job"
 - Client Satisfaction Driven
 - Passion for this Industry and their Clients Success
 - High Energy
 - Strong Interpersonal Communication Skills

TRAITS:

Key traits of highly successful Account Manager are the following:

- Passionate
- Strong work ethic
- Caring
- Comfortable in a fast-paced environment
- Communicative
- Compassionate
- High Energy
- A can do attitude
- Team Approach & Spirit
- Terrific Problem Solver
- 24/7/365 Mentality
- Respectful
- Reliable

COMPANY DESCRIPTION

Preparing for an event is never a one person job. You need partners. Partners who can help you make a great first impression, which can help you demonstrate your professionalism and attention to detail. At TradeTec we are your partner at every stage of event management – from design to shipping and service logistics. We are there to help you select a great space, A/V equipment, lighting, and even event talent and personnel.

TradeTec provides clients a Big Brand Experience utilizing exhibit and event architecture and design, as well as graphic production, storage, online event management, and marketing. With a diverse range of clients, TradeTec supports corporate and special events, trade shows, and human resources events that engage and delight audiences from key prospects to business boards. TradeTec Skyline was a winner of the INC 5000 fastest growing companies in America award for two years in a row.

KEY TRADETEC SKYLINE FACTS

- We've managed more than 36,000 projects for 6,000 satisfied clients – that's why our average client has worked with us at least six times.
- Our business volume affords us competitive pricing with top industry strategic partners.
- Our deep relationships with vendors and contractors of all sorts enable us to pull off miracles on a regular basis.
- 75% of our business is repeat- or referral-based.

ADDITIONAL INFORMATION

Type: Full-time

Experience: Entry Level

Functions: Account Coordinator

Industries: Events Services

Compensation: Competitive salary plus bonus - negotiated based on unique experience, more than market competitive.

Submit resume and/or portfolio by mail, email or fax to:

Troy Trice

President

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Presented to you by,

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