



Events Operations Manager

SB Expos & Events seeks an Event Operations Manager to support our Event Expo Operations department.

This is your opportunity to join a fast-growing technology-driven company that is leading the way in hybrid events. In addition to your salary, we offer the opportunity to be part of a company that offers a professional position in the meetings industry.

The ideal candidate will be energetic and astute, and will possess excellent written and verbal communication skills. The candidate must have the ability to work efficiently in a multiple-client environment.

Essential Duties/Responsibilities:

- Work closely with Expo Sales Managers on association Expos
- Create specifications for exhibitors and sponsorship opportunities
- Follow up with tasks for exhibitors and sponsors
- Work closely to development specifications on new sponsorships
- Assist in ensuring that all deliverables are completed timely and correctly
- Ensure that all exhibits and sponsorships are paid on time
- Manage exhibit hall floorplan online
- Research pricing for other expos
- Create weekly financial reports for clients
- Attend client meetings

Requirements:

- Exceptional customer relations skills
- Exceptional written and verbal communication skills
- Proficiency with Microsoft Office software (Word, Excel, Outlook)
- Strong computer skills and ability to learn new software
- Strong work ethic with an enthusiastic, positive attitude, and the highest level of integrity
- Cadmium event tech experience preferred
- Commitment to proactive follow-up
- 20% travel

Position is 100% virtual

About SB

SB Expos & Events is a rapidly growing company that currently works with association clients on 27 conventions & tradeshows annually with collectively more than 1,000 exhibitors and 10,000 attendees. From major association meetings to industry trade shows, SB helps associations raise non-dues revenues to support their mission.

SB's unparalleled customer service and an unwavering focus on conventions allow us to create successful events for our clients. Our unique solutions are not only customized to meet each client's specific needs and goals, but delivered by a dedicated team focused on success.