



Events Sales & Marketing Coordinator

SB Expos & Events seeks a Coordinator to support our Expo department. The ideal candidate will be energetic and astute and will possess excellent written and verbal communication skills. This is your opportunity to start your career at a fast-growing, technology-driven company leading the way in hybrid events for associations.

Essential Duties/Responsibilities:

- Work directly in support of the Expo Sales department on multiple client events
- Assist with Booth Pricing Comparison
- Reach out to past exhibitors/sponsors
- Use Salesforce to track activities
- Research new companies
- Search competitive shows
- Search competitors of current exhibitors
- Draft emails and marketing eblasts

Requirements:

- Exceptional customer relations skills
- Exceptional written and verbal communication skills
- Proficiency with Microsoft Office software (Word, Excel, Outlook)
- Ability to work in multiple client environment
- 20% travel

Position is 100% virtual

About SB

SB Expos & Events is a rapidly growing company that works with association clients on 27 conventions & tradeshow 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 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 are delivered by a dedicated team focused on success.

Please email info@discoversb.com your resume