

## **PERDIDO BEACH RESORT**

### Position Description

Position Title: **Trade Show Coordinator**

Department: **Wave**

Reports to: **Director of Technology**

FLSA Designation: **Nonexempt**

Date Written/Revised: 08/01/18

**POSITION PURPOSE:** This critical role will be responsible for effectively supporting all exhibitor operations including the production of exhibit and trade shows. This person will work closely with vendors, exhibitors, and sponsors to assess individual needs, coordinate payment, coordinate shipment and enforce policies and procedures of the Perdido Beach Resort.

#### **EXAMPLES OF DUTIES:**

##### **Key responsibilities will include:**

- Coordinate exhibitor light package orders and diagrams
- Coordinate exhibitor booth package orders
- Collect information and track show management shipments
- Update show contractors with exhibitor lists and floor plans
- Assist with new vendor setup and invoice processing
- Confirm light package orders have been fulfilled by booth, including onsite orders
- Confirm Wi-Fi packages and ensure exhibitor set-up and satisfaction
- Confirm booth packages are set correctly, including onsite orders
- Manage special areas (ie – lounges), as needed
- Floor manage show and assist exhibitors with questions that may arise
- Work directly with contractors with questions they may have
- Assist with collecting final invoices, as needed

##### **Other:**

- Comfort with Microsoft Office Suite; proficiency in Excel
- Customer service orientation a must

## **QUALIFICATION STANDARDS**

### **Education:**

Bachelor's degree or equivalent

### **Experience:**

1-2 years' of experience (internships count)

### **Licenses or certificates:**

### **Grooming:**

All employees must maintain a neat, clean and well groomed appearance (specific standards available).

## **SAFETY RULES, POLICIES, AND PROCEDURES**

The safety rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often, and observe these precautions when carrying out their duties.

### Lifting Techniques

1. Plan the move before lifting and remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use carrying aids such as dollies or carts, or get assistance from a coworker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees and keep your back straight.
8. Get a firm grip on the object with your hands and fingers. Use handles when present.
9. Never lift anything if your hands are greasy or wet.
10. Wear protective gloves when lifting objects with sharp corners or jagged edges.
11. Hold objects as close to your body as possible.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

### Office Safety

1. Do not kick objects out of your pathway; pick them up or push them out of the way.
2. Open one file cabinet drawer at a time.
3. Put heavy files in the bottom drawers of file cabinets.
4. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a coworker.
5. Use the handle when closing doors, drawers and files.
6. Close drawers and doors immediately after use.
7. Keep floors clear of items such as paper clips, pencils, tacks or staples.
8. Do not tilt the chair you are sitting in on its back two legs.
9. Carry pencils, scissors and other sharp objects with the points down.
10. Do not stand on furniture to reach high places.
11. Use a ladder or step stool to retrieve or store items that are located above your head.
12. Do not use extension or power cords that have the ground prong removed or broken off.
13. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.
14. Do not place your fingers in or near the feed of a paper shredder.
15. Keep doors in hallways fully open or fully closed.
16. Use a staple remover, not your fingers, for removing staples.
17. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
18. Use handrails when ascending or descending stairs or ramps.
19. Do not store or leave items on stairways or walkways.
20. Do not run on stairs or take more than one step at a time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_