



## Position Opportunity

# Events & Traffic Coordinator

### Company Overview

iPROMOTEu is one of the largest and fastest growing distributor organizations in the promotional products industry, with over 1000 independent promotional products distributors and their salespeople nationwide. For eight consecutive years, iPROMOTEu was included on the Inc. 5000 as one of the fastest growing private companies in America. iPROMOTEu provides third party billing, back-office support, and financing for companies in the promotional products industry.

### Position Summary

As a valued member of our Marketing Department, the Events & Traffic Coordinator will lead all aspects of iPROMOTEu events and tradeshow to help our Affiliates succeed and will additionally function as a traffic coordinator for all marketing projects, including integrated marketing campaigns, public relations, and communications.

#### *In this role you will:*

- Understand the requirements and budget for each event
- Manage all event operations (prepare agendas, book venues, send invitations, determine menus, schedule speakers, etc.)
- Coordinate and lead planning meetings with the CEO and senior leadership team, as well as schedule ongoing meetings with key stakeholders
- Plan each event with attention to financial and time constraints
- Manage attendee logistics (hotel reservations, air travel, and ground transportation)
- Research vendors (catering, decorators, entertainment, etc.) and choose the best combination of quality and cost
- Negotiate with vendors to achieve the most favorable contract terms
- Do final checks at the day of the event to ensure everything meets standards
- Oversee event happenings and act quickly to resolve problems
- Evaluate each event's success and submit reports
- Coordinate and monitor project schedules and assign resources to ensure on-budget and on-time delivery of all tasks
- Communicate project schedules and status updates to team members



- Conduct a daily meeting to go over items/tasks assigned and due for the day and determine if there are any roadblocks
- Review projects to ensure included information is accurate and all project requirements are met
- Support the department with agendas, spreadsheets, reporting, analytics, etc.
- Update the HubSpot database as well as email distribution lists as needed
- Complete additional administrative requests as determined by the VP of Marketing

*The job is just right if you have:*

- Bachelor's degree in marketing or business preferred
- 3-5 years of Events Management and Project Management experience preferred
- Strong communication and people skills with the ability to provide direction to peers on timelines and tasks holding team members accountable
- Highly organized
- Exceptional writing skills
- Ability to multi-task, set priorities, and delegate while remaining flexible and adaptable to the changing needs of the business
- Technical skills:
  - Expert level Microsoft Excel and PowerPoint
  - Experience utilizing a project management system, such as Microsoft Project
  - HubSpot experience preferred
  - Graphic design skills preferred but not required

*What we can offer you:*

- A competitive benefits package that includes: Medical and Dental Coverage, Life Insurance, Disability Coverage, Unlimited PTO, Paid Holidays, Flex Plan, and a company-matched 401K Plan.

### **Equal Employment Opportunity**

iPROMOTEu provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, religion, sexual orientation, gender, gender identity or expression, age, veteran status, disability, pregnancy, or conditions related to pregnancy, or genetics. In addition to federal law requirements, iPROMOTEu complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

***No agencies or phone calls or email messages please! Only qualified candidates will be contacted.***

Job Type: Full-time