

Trade Show Coordinator

Sea to Summit is a fast growing outdoor gear company based in Boulder, CO. We supply innovative, award-winning backpacking, camping, paddling and adventure travel gear with unparalleled customer service and a commitment to our retail partners to be one of the best companies they work with.

The Trade Show Coordinator is responsible for creating a seamless experience for the company and for the attendees of all trade shows and events throughout the year. This person is responsible for the planning, organization, execution, and reconciliation of trade shows, including product, displays, non-inventoried items, logistics, and labor.

This position will require travel and event attendance. The primary show is the Outdoor Retailer trade show, which happens two times per year, but there are additional shows and events that take place throughout the year.

Tasks & Responsibilities

- Coordination and planning in various aspects of trade shows within a defined schedule.
- Organizing and inventorying of all product, POP, and parts that have been set aside specifically for use at trade shows.
- Schedule logistics for trade shows including booth installation labor, booth services, freight, etc.
- Coordinate attendee flights, lodging, and transportation.
- Merchandising layouts for trade shows displays, including the proper packing of bins once a layout has been created.
- Ensure all necessary non-inventory parts, tools and displays are packed properly.
- Assist with pulling, labeling, and packing of event product utilizing warehouse systems while maintaining established protocols.
- Oversee the loading and unloading of trade show materials on delivery trucks.
- Unpack inventory of all product, parts, and displays and return to inventory in a highly organized and timely manner.
- Manage the distribution of sales and marketing samples.
- Perform other tasks as needed.

Qualifications

- 2+ years of trade show attendance and coordination experience required.
- Must be effective using both verbal and electronic forms of communication.
- Must be proficient in MS Excel and PowerPoint.
- Must have experience working in warehouse and trade show environments.
- Must be able to –
 - Stand, walk, and kneel for extended periods.
 - Lift and carry up to 50 pounds.
 - Use hands to assemble displays and product.
 - Work in hot and cold air temperatures.
- Must have a valid driver's license and clean driving record.
- Experience operating a pallet jack and hand truck a plus.
- Experience with retail visual merchandising a plus.

This is a full-time position. Pay range is competitive and is based on experience and qualifications. Benefits include health insurance, 401K and employer paid pensions, vacation and holidays.

Please send resume and cover letter to jobs@seatosummit.com