



9049 Tyler Blvd.  
Mentor, Ohio 44060  
Ph. (440) 974-8888  
[www.buyersproducts.com](http://www.buyersproducts.com)

## Tradeshow Coordinator

Join the dynamic Marketing team at Buyers Products Company, a prominent player in the work truck industry! We are on the lookout for a skilled and organized Tradeshow Coordinator to elevate our national and regional trade show, conference, and local field event experiences.

### Position Overview:

As the Tradeshow Coordinator, you will be responsible for the end-to-end execution of our tradeshow appearances, ensuring eye-catching exhibits and seamless logistics. This role demands a blend of creative design, hands-on production skills, and meticulous coordination to deliver unforgettable brand experiences.

### Key Responsibilities:

#### Tradeshow Exhibit Design and Production:

- Conceptualize and design tradeshow exhibits.
- Hands-on installation and coordination of displays.
- Collaborate with engineering and production teams for exhibit fabrication.
- Coordinate production of exhibit graphics with Creative Services team.
- Manage cleaning, maintenance, repair, and assembly of displays.

#### Exhibit Warehousing, Inventory, and Shipping:

- Oversee inventory management for all exhibits and assets.
- Ensure proper packing, loading, and shipment of displays.
- Manage unloading, unpacking, and check-in of exhibits post-tradeshows.
- Responsible for storage and upkeep of all tradeshow assets.

#### Tradeshow Logistics Coordination:

- Project management from registration through take-down.
- Coordinate with internal stakeholders and external partners.
- Financial management of tradeshows and events.
- Secure and schedule booth services and third-party freight.
- Collaborate with the sales team for proper staffing and housing.

#### Event Promotion and Marketing:

- Liaise with host organizations for pre, post, and during-show promotions.
- Collaborate with the marketing team for effective promotion via email, web, and social media.
- Prepare and populate virtual tradeshow presence in coordination with host organizations.
- Leverage existing lead-management tools and work with marketing to route leads post-show.



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### **Skills/Experience:**

#### **Must Have:**

- Minimum two years of material-handling, truck-packing, and inventory management experience.
- Proven "handyman" skills for assembly, painting, and equipment repairs.
- Working knowledge of electrical and wiring repairs.
- Strong organizational and communication skills.
- Familiarity with Microsoft Office tools.
- Proven project and time management skills.

#### **Is a Plus:**

- Event planning experience.
- Proficient in social media and lead generation.
- Ability to work under pressure and meet deadlines.
- Strong written and verbal communication skills.

#### **Education Background:**

- Two years in warehouse and logistics management.
- Maintenance and repairs.
- Event production.

### **About Buyers Products Company:**

Established in 1946, Buyers Products Company is a leading manufacturer in the work truck industry. Specializing in durable truck boxes, heavy-duty towing equipment, hydraulics, controls, and all-season trailer accessories. Our snow and ice equipment line includes SnowDogg® snowplows, SaltDogg® spreaders, and ScoopDogg snow pushers. To learn more about this exciting opportunity or to apply, visit [www.buyersproducts.com](http://www.buyersproducts.com). Join us in shaping the future of work truck solutions!