



## **SHOW & SALES COORDINATOR**

Newcom Media; Show Division is actively seeking a motivated, project-oriented Show & Sales Coordinator, to join our team. This role will assist Newcom Operations and Show Managers with tasks. This is an exciting opportunity to be introduced to a broad portfolio of trade shows and the foundational tasks required to run successful shows.

This is a full-time opportunity.

The role will require strong teamwork and collaboration.

Tasks include but are not limited to:

- Coordinating welcome kits; exhibitor manuals
- Attendee customer service
- Client customer service
- Billing
- Database management
- On Site Duties as assigned

We are looking to fulfill this role immediately.

Newcom Media is a family owned and operated premier B2B media company delivering information and marketing services to a wide variety of industries through magazines; digital products; and trade shows.

Proudly Canadian owned Newcom Media employs 100 people.

Interested candidates should send their cover letter and resume to Melissa Arnott, Director; Newcom Show Division [marnott@newcom.ca](mailto:marnott@newcom.ca)