



JOB POSTING

Exhibitor Services Executive – Toronto

Company Profile

As Canada's leading General Services Contractor, providing products and services to Conventions, Trade & Consumer Shows and Corporate Events across the country, GES CANADA is committed to service excellence. **Our mission is to create memorable event experiences** and we count on our talented employees across Canada to help make that happen!

Position Summary

The Exhibitor Services Executive's primary responsibility is to provide outstanding support to Exhibitors participating in Trade and Consumer Events, such as Auto Shows, Boat Shows and Trade/Association Conventions, such as Medical Conferences. This role is responsible for coordination, organization and marketing support for these events, and as such they will act as the main point of contact for the Exhibitor, pre-show as well as on-site during the show. The Exhibitor Services Executive will focus on the Exhibitor's requirements such as graphics, booth carpeting, furniture, plants, exhibit booths and shipping services. This individual will perform a range of administrative, customer service and sales functions to support both internal and external clients.

Responsibilities

- Proactive contact with exhibitors via phone and email to pre-order our products
- Assists in the area of order entry, invoicing, payment processing, and problem solving at show site
- Assist Exhibitors with online ordering
- Coordinate deliverables for each show with vendors
- Manage and maintain PO process
- Balance show budgets
- Coordinate and execute marketing/communication strategy with exhibitors
- Active participation in show related meetings
- Complete pre and post show analysis activities
- Various project-management duties, as required

Qualifications

- College Diploma or University Degree preferred but not mandatory
- Excellent command of the English language with high level of professionalism
- Fluency in French is an asset but not mandatory
- Effective presentation and organizational skills, MS Office savvy
- A self-motivated and enthusiastic individual who takes initiative, has the ability to multi-task, and prioritize their work
- Strong customer service skills required to provide **first class** face-to-face service and problem resolution at show site
- General appreciation of accounting/finance in order to manage the event vs. budget
- Must be available to work evenings, weekends and for extended periods at show site and have ability to interact with union labour
- The ability to travel to various Convention Facilities located across the GTA and potentially throughout Canada
- Minimum two years of tradeshow production or similar experience combined with customer service experience, an asset



JOB POSTING

Benefits & Notes

At GES, our Team Members become family and as such, we help our Team care for their families. The rewards of joining GES CANADA are extensive. We offer a comprehensive benefits package, flex time program, wellness benefits and more. We promote a fun environment where there is opportunity to grow and share your ideas. We take part in community volunteering and have been known to take our Holiday Food Drive donations **VERY** seriously!

We invite interested candidates to submit their resume, via email to: careerscanada@ges.com by Friday, November 19, 2021.

Please note, only candidates selected for an interview will be contacted. We thank all applicants for their submissions.

GES is an equal opportunity employer and welcomes applications from all qualified individuals.