



gSource, LLC  
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[www.gSource.com](http://www.gSource.com)

## Job Requirements

Job Title: Trade Show Coordinator  
Wage Category: TSC I, II, III  
Department: Marketing  
Reporting to: Marketing Manager

1. Business travel for 18-20 domestic and international trade shows per year required
2. Valid US passport required
3. Valid driver's license required
4. Experience with Microsoft Excel/Word/Outlook required
5. Bachelor's degree required
6. Strong project management skills with ability to follow-up on and complete tasks by deadline dates required
7. Excellent eyesight and hearing required
8. Ability to stand in booth during trade show exhibit hours required
9. Light lifting required
  
10. Sales experience preferred
11. Trade show and/or event coordination experience preferred
12. Knowledge of sales methods used to sell, display and demonstrate products at trade shows preferred
13. Knowledge of customer service methods used to assess customer needs and evaluate customer satisfaction preferred
14. Knowledge of surgical instruments preferred
15. Fluency in a foreign language(s) preferred
16. Experience with Sage preferred
  
17. Reliable and responsible
18. Organized, detail oriented, accurate, thorough
19. Strong oral/written communication and listening skills
20. Outgoing, enthusiastic and persuasive
21. Proactive and able to make decisions
22. Work well under pressure, tight deadlines, and maintain composure in difficult situations
23. Work independently with minimal or no supervision
  
24. Position: Full-time
25. Exempt
26. Working hours per week: 40+
27. Hours gSource open: 7:30 am to 6:00 pm