

# Trade Show Coordinator

## Our offer

We are looking for a proactive and engaging **Trade Show Coordinator** interested in having a high-impact role in a **fast-growing scaleup**.

We are looking for **someone with high project management skills**, who is passionate about planning and coordinating events.

Your primary focus will be to **manage exhibitions from start to finish**, ensuring that all aspects are well-planned and run smoothly.

Are you looking for a new challenge and are motivated to take on responsibility quickly? Show us what you are made of and we will offer you opportunities to grow with us.

Join us in an exciting adventure and be a part of Smeetz international success! The position is available from now in our brand new office in Bristol (UK). A hybrid work model can be considered.

## About the company

Smeetz is the #1 data-driven ticketing and dynamic pricing SaaS for attractions and cultural venues to optimize revenue and occupancy.

With Smeetz, we provide our customers with an all-in-one solution to manage, market, and price their products efficiently by leveraging data and approaching sales from a tech-savvy perspective.

Smeetz was founded 4 years ago in Switzerland, and since then we have expanded considerably and are now looking to grow internationally. The company is composed of more than 40 team members, some at our head office in Switzerland and some based remotely across their target market countries.

## About the role

### 1.) Exhibitions Management

- Define trade shows to attend and create calendars
- Prepare, present, and manage budgets
- Meet organizers and negotiate contracts
- Develop and carry out the trade show plan
- Arrange travel and accommodation logistics
- Work with event hosts to ensure required services are provided
- Monitor event activities and assist on-site for optimum results

## 2.) Collaboration with internal departments

- Define supplies and material needs with the Marketing team
- Organize and lead kick-off and debriefing meetings
- Coordonate trainings and scheduling for sales staff
- Ensure follow-up tasks are created and completed

## What we offer

- You will have the opportunity to take part in a fast-growing scaleup, make a difference and manage your time and priorities.
- You will work in a true tech startup environment.
- You will work in a highly performance-driven environment.
- Your successes will be recognised and awarded with more responsibilities.
- We host team-building activities and we encourage personal development in an environment based on trust.
- Show us what you are made of and we will offer you opportunities to grow with us.

## What you offer

- **You have excellent interpersonal and negotiation skills**
- **You have 3 years' experience as a Project Manager**
- You benefit from a collaborative but independent mindset
- **You are a quick problem-solver**
- You feel comfortable working in a dynamic, fast-paced, and tech organization.
- You can work under pressure and strictly meet deadlines
- You have extraordinary networking skills
- **You have strong written and oral communication in English.** French is a plus
- You have English citizenship or a valid work permit

## How to get in touch?

- By email: [staff@smeetz.com](mailto:staff@smeetz.com)
- CV + Cover letter (in English)

We are looking forward to hearing from you!

**The Smeetz Team.**

