

At the American Staffing Association, we're passionate about connecting businesses in the staffing industry. As the leading player in this dynamic field, we're seeking an enthusiastic Expo Manager to join our team. If you thrive on building relationships, providing exceptional service, and making a meaningful impact, read on!

As our Expo Manager, you'll be the linchpin between our organization and the companies that power the staffing industry. Your role will involve managing critical touchpoints, ensuring seamless event experiences, and fostering strong partnerships.

Key responsibilities include:

1. Associate Membership and Sales

- Drive associate membership growth by prospecting, selling and promoting the benefits of joining our association.
- Engage with potential members and communicate the value they'll receive.
- Cultivate relationships with industry suppliers, advertisers, corporate partners, and sponsors.
- Collaborate with our sales team to fulfill exhibit and sponsorship commitments.
- Oversee and manage our prospecting database. Keep it up-to-date with accurate information on industry suppliers.

2. High-Level Customer Service

- Provide exceptional service to our stakeholders, ensuring their needs are met promptly and professionally.
- Be the face of our organization, embodying our commitment to excellence.

3. Exhibitor Management:

- Lead exhibitor customer service and registration processes.
- Create an environment where exhibitors thrive and maximize their participation.

We are looking for a degreed individual in business, marketing or related field who has proven experience in event management, customer service or association management. You should possess excellent communication skills and a knack for building lasting relationships and be detail-oriented, organized, and adept at multitasking.

We offer a competitive salary and comprehensive benefits package, opportunities for professional development and networking, and a vibrant company culture and collaborative team environment!

We are an equal opportunity employer and encourage applications from women, people of color, people of all gender identities and sexual orientations, veterans, and people with disabilities.