

# J&J Exhibitors Service

Full Service Trade Show Contractor



J&J Exhibitors Service is a full service trade show, exhibit and special events contractor. We are a WBE certified; family owned and operated company with over 80 years of experience in the industry. Our corporate offices have been centrally located at 2338 South Indiana Avenue in Chicago, Illinois for over 90 years. Just steps from McCormick Place we are located in the heart of Chicago's event and trade show industry but travel throughout the country exceeding the expectations of our clients.

We are seeking a talented Project Manager to add to our Exhibitor Sales team whose role is to help our sales team solicit, maintain and grow new and existing accounts and to help our operations team coordinate and execute final production. You will be responsible for:

#### Pre Sales Primary Responsibilities:

- Prospect with internal sales team to develop business leads.
- Research and gather all pertinent information including past history, exhibitor lists, exhibitor kits, etc. and other related information in order to prepare winning proposals.
- Prepare comprehensive proposals, including pricing and credit terms in compliance with J&J Exhibitors Service policies and procedures.
- Prepare presentation collateral materials and make stand-up presentations where appropriate, along with necessary follow up activities to complete sale.
- Uncover new sales opportunities within existing accounts, cross-sell services and make a constant effort to generate new business.

#### Post Sales Primary Responsibilities:

- Client liaison responsible for setting and managing client needs and expectations.
- Drive communications to all team members involved ensuring events come in on-time and on-budget.
- Build relationships with both internal team members and external partners and clients.
- Identify all resources needed and work with key internal team members and external partners.
- Provide clear direction, information and expectation to team members and vendors, etc. to hit deliverables
- Order all ancillary services including floral, electrical, etc. and any other services noted in the contract.
- Handle all communications, both internal and external, including agendas and scheduling meetings (regularly scheduled conference calls, site visits, etc).
- Review exhibitor orders, generate transactions for billing and delivery, and prepare system reports.
- Lead and manage onsite Service Desk team.
- Follow-up and resolve exhibitor customer complaints and collections when necessary.
- Prepare final client billing and produce post event recap.

#### Required:

- Strong customer service and the desire to meet customer needs
- Understanding and familiarity with trade shows, conventions and special events

- Ability to work in a high pressured, fast-paced environment
- Excellent organization, planning and scheduling skills
- Excellent communication, interpersonal, customer relations and analytical skills

Benefits:

- Competitive salary. Negotiable, based upon experience
- 100% Employer paid health and dental for employee
- 100% Employer paid life insurance for employee
- Generous pension and profit sharing plan
- Employee 401K plan available
- Paid vacation

Please email resume, references and salary history to Colleen Becker at [colleen@jjexhibitors.com](mailto:colleen@jjexhibitors.com). All inquiries handled with the strictest of confidence and professionalism.



J&J Exhibitors Service, Inc.

2338 South Indiana Avenue Chicago Illinois 60616  
Telephone 312.225.3323 / Facsimile 312.225.9873