



POSITION TITLE: Tradeshow/Meeting Coordinator
DEPARTMENT: Marketing Services
POSITION REPORTS TO: Marketing Services Manager
WORK SCHEDULE: Monday – Friday with ability to flex as needed

COMPANY OVERVIEW:

Phibro Animal Health Corporation is a publicly traded organization with a rich history spanning nearly 100 years of service. The Company is a global manufacturer of medicated feed additives, feed ingredients, advanced nutrition solutions and vaccines. Phibro's revenues are in excess of \$750 million, and are supported by over 1400 employees worldwide.

POSITION DETAILS:

The Tradeshow/Meeting Coordinator is an integral part of our Marketing team based out of our Office in Quincy, IL. This position will plan and execute Phibro representation and participation in industry events, coordinate meetings and execute marketing needs around each of these activities. Specific responsibilities include but are not limited to:

Key Responsibilities:

- Meeting planning and coordination of services, including location, catering, A/V and accommodation and transportation for participants
- Planning and executing company participation at industry events, including outlining objectives, ensuring goals are in-line with company initiatives and using appropriate tools for marketing, promotion, data collection and analysis
- Building and maintaining relationships and coordinating needs with vendors, suppliers, speakers and participants
- Proactively handle arising issues and troubleshoot emerging problems on the event day
- Conduct market research, gather information and negotiate contracts prior to closing any deals
- Coordinate planning and execution with marketing and PR to promote and publicize events, aligning with company objectives, marketing campaigns, strategies and tactics and utilizing customer relationship management tools
- Financial oversight of budgets for tradeshow and events
- Conduct pre- and post – event evaluations and report on outcomes

Key Competencies & Requirements:

- Minimum of three years relevant tradeshow/event coordination experience
- Degree in Event Management, Marketing, Business or related field
- Experience within the agriculture industry is a plus.
- Successful candidate is focused and tenacious and capable of building strong interpersonal relationships and delivering customer satisfaction.
- He/she is pragmatic with conceptual ability and will help support the PAHC team to grow the global business.

- Successful candidate must be capable of rolling up sleeves and take personal responsibility for success. S/he is closely connected to the day-to-day opportunities and challenges of the industry.
- Candidate will be adaptable and have above average communication skills
- Candidate will have ability to change direction in middle of a project, have strong time management and project coordination skills.
- Organization and planning skills
- Strong attention to detail with ability to see bigger picture
- Problem solving, negotiation skills and resourcefulness
- Possess self-motivation, drive and integrity
- Energetic, positive, collaborator and team player
- Strong project management skills, and ability to meet deadlines under pressure while managing multiple tasks simultaneously
- High proficiency in MS Office: Word, Excel, Power Point

We offer excellent company benefits including group medical and dental insurance, life insurance, and a 401(k) plan.

For immediate consideration, please forward your resume by April 13, 2018 to:

Michelle.watts@pahc.com

An Equal Opportunity Employer