



## EXPO ASSOCIATE

Posted January 2010

Full time employee needed to provide event and logistical support in a dynamic new running shoe company (see [www.newtonrunning.com](http://www.newtonrunning.com) for more information on the company). The expo associate will work under the Director of Events to plan, staff, and deliver expos at Ironman and running events around the United States.

### Duties required:

- Travel planning and logistics; booking transportation and accommodations.
- Extensive travel, working a minimum of 12 to 15 events per year
- Logistics for shipping and drayage
- Creating and maintaining sales and expense reports
- Editing and processing correspondence
- Creating and maintaining administrative and operational structures (files, organizational systems, etc.)
- Building comprehensive event reports
- Running the Point of Sale system at events
- Working with customers at expo

### The ideal candidate will have the following traits and experience:

- High customer service orientation
- High level of computer proficiency (Word, Excel, MSProject, PowerPoint, Outlook, database management, experience with Netsuite a plus)
- Enjoys travel
- Confident and excellent interpersonal skills
- Ability to lead in a team settings
- Highly organized and detail oriented
- Self motivated
- Must be skilled at working independently and have an ability to prioritize
- Proactive and highly process-oriented
- Ability to handle multiple projects simultaneously
- Extremely deadline oriented
- Retail and athletic expo experience a plus

Experience as a runner or triathlete, at any level, is a near must. The Expo Associate will take advantage of working in an attractive downtown Boulder office, extensive travel to resort locations, discounted product and working with brilliant people in an innovative new company. Interested candidates please send resume to [yo@newtonrunning.com](mailto:yo@newtonrunning.com).

\*This is an entry-level position and pays appropriately for the first year.