



PPAI JOB DESCRIPTION **OPERATIONS MANAGER**

As a member of the Expo & Event Operations Team, the Operations Manager is responsible for the production, management and execution of assigned logistical and operational aspects of The PPAI Expo, and other PPAI events as assigned.

Skills/Experience Required:

- 2-3 years background in tradeshow / conference operations or with a general service contractor or convention facility.
- Strong organizational and project management skills.
- Proficient in Microsoft Office Suite with emphasis on Excel.
- Ability to work well under pressure and adapt to changing priorities.
- Attention to detail and a proactive problem-solving mindset.
- Ability to create and manage a budget, to compile/review/recommend vendor and vendor proposals, the ability to reconcile post event invoices and other tasks required to financially close out respective events supported.
- Customer focused decision making and execution, along with flexibility and collaboration.

Essential Functions and Primary Duties

- Responsible for developing, recommending, tracking and managing to budget for line items assigned. Includes processing related invoices and reconciliation of billing.
- Manage vendor relations, as assigned, throughout the event lifecycle (pre-show, onsite, post-show)
- Collaborating with the Show Manager and Business Development, ensure all PPAI Expo exhibitor information is communicated timely, and accurately and exhibitor manuals, rules and regulations, order forms, and web links from vendors are regularly updated.
- Collect and process Exhibitor Appointed Contractors forms and payments. Confirm appropriate insurance is submitted.
- Work with relevant PPAI department(s) to plan and execute PPAI's participation in industry events. Responsibility to include but not limited to budget, exhibit contracts, booth selections, management of show site logistics and materials, and shipping arrangement.
- Provides support, when needed, to the Show Manager, Meeting & Event Manager and Registration and Housing Manager.