

Operations Associate

Company: eshots, Inc, The Leading Interactive Event Marketing Company, delivers event technologies for all phases of the event lifecycle—before, during, and after your event. The eshots Event Lifecycle Suite is an integrated, proprietary collection of products—used individually or in combination with one another— that allow you to Activate your event, Capture consumer data, and Measure event success. Our platform is used at a number of different events including Superbowl, MLB, NASCAR, College Football, Auto Shows, Ride and Drives, and Concerts.

Job Location: Chicago, IL

Job Description: eshots, Inc. is experiencing rapid growth and seeking an organized Project Coordinator with an entrepreneurial flair. In this role you will be responsible for assisting the project management team with daily tasks ensuring the continued success of our clients and programs. You will also work with the production team and our clients to ensure success at all of our events.

Our client-focused culture, creative solutions, flawless event execution and continued event success are the cornerstones to our consistent growth at eshots, Inc. As a key member on the project team, you will use your organizational skills, communication style and can do attitude to assist the project managers in all aspects of our business.

We are seeking a detail-oriented individual with a strong work ethic and team attitude to join our rapidly growing company where they can have a strong impact. You will be a key asset on our team and in taking eshots to the next level.

Responsibilities:

- Management of event equipment through inventory online tracking system
- Perform product training for clients/event managers
- **Assist Senior Operations Manager in scheduling and staffing events**
- Prepare kits for events based on client requirements ensuring top quality
- Ongoing management of all vendor relationships, including researching and negotiating new relationships
- Oversight of FedEx Tracking and Shipping, invoice reconciliation and summary reports
- Responsible for routine weekly/ monthly department metric reports - present and distribute to key managers in the organization
- Create and continually improve training documents
- Oversight of repairs/damages of equipment
- **Provide technical support to clients in identifying and solving issues out at events.**

Minimum Requirements

- **Passionate, client-focused, proactive problem solving, detail orientated, strong organizational skills**
- **Strong knowledge and a self starter who picks-up concepts quickly**
- **Genuine interest in continually learning the eShots business model**
- Comfort of the MS Office Suite especially Excel and PowerPoint
- Comfortable working and learning new technologies on the job
- Ability to multi-task on various projects at the same time
- Ability to lift heavy objects

Benefits:

- Salary plus bonus
- Health Insurance and 401K Benefits
- Casual work environment