Job title: Project Data Coordinator
Department: Digital
Reports to: Director Digital Technology
Supervises: None
FLSA Status: Full-Time/Non-Exempt

Company Summary:

LEO Events is a global events agency that brings brands to life through corporate events, festivals, live experiences, meeting management, destination management and anything that makes people ~ Follow the Roar ~ of applause, of the crowds and of the cheers. We execute hundreds of events annually all over the world for brands including Walmart, AutoZone and ExxonMobil. Our business mix is 90% B2B and 10% Public Events and B2C activations. Most recently named to EventMarketer's Top 100 It List for the third consecutive year, LEO is a magnet for talent, and we're constantly on the lookout for exceptional people to join our team. Our corporate office is located in Memphis, Tennessee and we have additional offices in Nashville and Chattanooga, Tennessee.

Position Summary:

LEO Events is searching for a Project Data Coordinator for our expanding Digital Department. This position will organize incoming data from multiple platforms and assist in projects ranging from event registration to event applications to activations. The ideal Project Data Coordinator candidate has an analytical mind, exceptional attention to detail, proficient typing skills, and is a self-starter. A diverse and extensive logistics background and corporate event coordination knowledge is required. As LEO Events continues to push the edge of experiential marketing and we are looking for talented individuals to see us into and beyond the coming years.

Responsibilities include, but are not limited to the following:
- Collect, manage, and disseminate a high volume of data from multiple sources
- Review incoming data for proper input into digital platform
- Distribute correct data to colleagues for implementation
- Assess end product to provide feedback to digital team
- Manage final product presentation in terms of aesthetics and user experience
- Populate, organize, and troubleshoot event style mobile applications
- Coordinate departmental travel arrangements

Qualifications:
- Bachelor's degree or equivalent experience preferred
- 3+ years' experience in data entry and management
- 2+ years' event logistics experience
- 1+ years' mobile applications experience

Competencies:
- Able to learn basic styling and coding principles
- Able to populate and organizing event style mobile applications
- Exceptional organization skills ranging from digital implements to archiving best practices
- Respect and maintain client and company confidentiality
- Proactive self-starter that acts with a sense of urgency

- Excellent verbal and written communication skills
- Display a positive attitude and promote a harmonious work environment
- Proficient in Microsoft Suite, Dropbox, Adobe Acrobat, and other programs such as Slack or Sketch
- Creative experience with Adobe products (Photoshop, InDesign, Illustrator) preferred, but not required

Environmental Conditions and Physical Demands:
Employee required to spend a portion of time in a seated position looking at a computer screen. Employee will be required to do some standing and walking. Employee will be in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.