

## Job Title: Events & Training Coordinator – Woburn MA

Position Location: In Office, Woburn MA

Schedule: Full Time Monday through Friday 9:30am to 5:30pm

Benefits: Yes

Interested candidates, please submit your cover letter and resume to: [admingroup@lovebeautypro.com](mailto:admingroup@lovebeautypro.com)

**Company Websites:** <https://lovebeautypro.com/> <https://plasmaconcepts.com/>

### Overview:

- Opportunity to get in on the ground floor of an exciting, fast-growing company in the high demand medical aesthetics industry! Fun and fast-paced team environment with unlimited career and growth potential. Work alongside company founders and executives and be able to make a difference in the growth of the organization.
- Our company provides business-to-business aesthetics sales, distribution and advanced clinical training. We are in the medical equipment and professional skin care industry selling wholesale treatment products and devices nationally to licensed practices & professionals (including physicians, plastic surgeons & dermatologist practices, cosmetic physicians, mid-levels, nurses, aestheticians, medical spas).

Are you interested in driving change, bringing new products to market and problem solving? Do you want to work with a growing company and have an immediate impact? We want you to join us!

We are looking for great additions to our team, please apply even if you do not fit all the listed criteria.

The ideal candidate is confident with high integrity coupled with a customer-centric attitude, strong work ethic, team player, gets along easily with office colleagues, and works well under pressure.

The Training & Events Coordinator is critical to the success of our company. For that reason, we search for only the best candidates who hang their hat on exceptional customer service experience and would like to build a career centered around support.

### About you:

- Highly organized, detail oriented and self-motivated
- Strives for 100% accuracy
- High sense of urgency responding to and bring projects to resolution
- Ability to follow up and follow through to completion any work related project or task
- Passionate about precision, details and organization

- Energized by problem solving
- Thrives in a fast paced, task switching, and collaborative environment
- Eager to learn
- Great with technology
- Excellent verbal and written communication
- Has a positive and optimistic personality – no problem is too big
- Not content with the status quo and will consistently work toward improvement
- Calm under pressure and ability to self-manage, prioritize projects and tasks
- Ability to think on your feet and adapt to solve unexpected challenges that may arise at live events/tradeshows/webinars

#### **About us:**

- Love Beauty Pro & Medical / Plasma Concepts is a rapidly growing Boston-based company who is disrupting the medical device and skin care industry.
- The Training & Events team plays a key role in building relationships with our outside sales team, and national customer base. Driving company growth via new customer acquisition, events, trainings/workshops, webinars, demo events and tradeshows are a key piece of this role. Customer satisfaction and driving additional customer sales and repeat business is an important function.
- The Training & Events team is active in supporting customers and our outside sales reps via phone, email, chat, social, text, platform and customer education.
- Team environment that drives everyone to improve and collaborate.

#### **What you will do:**

- Support Training and Events Manager with coordinating the details of multiple concurrent events, webinars and trainings
- Organize a robust calendar of events, webinars and other training initiatives
- Manage tradeshow/event inventory and logistics (research venue, manage hotel reservations, food and beverage orders, ship materials, track registrations, etc.)
- Utilize HubSpot surveys to gather data from clients/attendees
- Provide end-to-end logistical and administrative support for small and large virtual, client-deliverable programs
- Track and report on post-event/show details and other key metrics (surveys, inventory, marketing lists, attendance, etc.)
- Occasional early morning, evening and weekend and onsite responsibilities may be required; some travel (<10%) may be required
- Build relationships with new and existing customers as well as our field sales representatives
- Ability to be flexible and wear multiple hats in growing team oriented environment

#### **Qualifications/Skills/Education:**

- Minimum 2 years' experience in events or project coordination and/or training management
- Zoom experience required. HubSpot experience preferred
- Demonstrated experience in coordinating/producing both virtual and in-person events using various tools/virtual meeting platforms
- Experience in B2B, product oriented, aesthetics / medical sales, marketing or a relevant field

- Small company experience
- Able to complete all duties with a superior quality and service focus through teamwork, dedication and a results-oriented, solid work ethic
- Must be highly organized and have a high energy level, manic attention to detail, excellent problem-solving skills, a results-focused approach and outstanding project management skills. Position requires constant attention to precise details while managing multiple projects simultaneously
- Proficient in the use of Microsoft Office Suite
- Passion for learning new technologies and staying up to date on best practices
- Great follow through and high sense of urgency to complete tasks
- Works well independently and with teams
- A strong work ethic, positive “can-do” attitude
- Able to work a flexible schedule as needed
- Fast paced problem solver
- Ability to learn and think quickly and be a self-starter