

## **Co-Director of Human Resources**

Growth within the enterprise has created this opportunity for the right candidate to join an innovation leader in the trade show industry. The Co-Director of HR will initially report to the HR Director and the COO. This person will assist in overseeing the day-to-day activities of the HR Department. Candidate must be able to be team player and eventually lead and develop the staff, drive implementation of proper controls and procedures, and improvements to and forecasting of fast pace growth company while maintaining consistency and balancing change. An ability to work independently on multiple tasks simultaneously and initiate follow up is paramount in this position.

The incumbent should have a professional demeanor, be accurate and have strong attention to detail.

The ideal candidate will have a bachelor's degree in Human Resources or related field and at least five years of senior level HR experience. PHR or SPHR certification is a plus! Areas of experience should include workforce-planning, employee development, on boarding, benefits and strategic planning and implementation. Knowledge of ABRA HRIS is a definite plus.

### **Responsibilities to include:**

- Under direction, perform broad professional human resources tasks to support policies and programs including job posting and HRIS.
- Assist in recruiting, on-boarding and employee relations.
- Conduct the analysis of data for the evaluation of Human Resources programs as directed.
  - Prepare HR related reports as requested.
  - Assist in planning and implementation of company functions and events
  - Perform other duties as required.

### **POSITION QUALIFICATIONS:**

#### **Education:**

- Bachelor's degree in Human Resources or related field required. PHR or SHRM certification required.

#### **Job Related Experience:**

- Minimum of five years of direct or closely related experience is required.
- Is able to make reasonable recommendations or suggestions regarding policy and/or program development and implementation.

#### **Functional Area Skills/Knowledge:**

- Partner with HR Director and COO
- Must be analytical and strategically minded
- Has an overall understanding of the work environment and process, with a working knowledge of the organization and intermediate technical skills to

complete assignments; might be required to train others or deliver training options to Managers.

- Satisfactory performance requires considerable employee relation skills and very good knowledge of human relations technology and methodology.
- Attentive to detail and accuracy.
- Adaptable to change and open to new ideas.
- Flexible to meet changing needs.
- Communicate well both verbally and in writing
- Detailed knowledge of organizational procedures, and personnel.
- Proficiency with computers and related office equipment.
- Anticipate and prevent problems. Generate alternative solutions.
- Meet commitments, work independently, accept accountability for own work.

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## **Corporate Purchasing Generalist**

The Expo Group, a two-time Dallas 100 award winner, and an Inc. 500 company, headquartered in the Dallas Ft. Worth area, has an immediate opportunity for a team-oriented and energetic Corporate Purchasing Generalist. Growth within the enterprise has created this new opportunity for the right candidate to join an innovative leader in the trade show industry and recently named Texas Family Business of the Year.

The Corporate Purchasing Generalist will assist in the coordination and development of a plan to centralize our corporate purchasing functions in an effort to streamline multi-department and multi-site tasks, improve efficiencies, protect company assets, reduce risk and add to the bottom line through vendor negotiations. Additionally, the person that fills this position will support the company's trade show operations as well as be involved in the facility management contracts such as waste management, pest control, landscaping, property & casualty insurance. Candidate must have excellent interpersonal skills and the ability to communicate effectively at all levels both within and outside our organization. This position reports to the Vice President of Finance. Responsibilities and characteristics vital to this position include, but are not limited to the following:

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- The ability to negotiate with suppliers with a positive impact on the company's profits
- Help plan, implement and administer programs designed to track and measure quality of supplier performance
- Provide the focus and leadership necessary in developing improvements in procurement supply chain areas

- Be instrumental in continuous improvement to the following areas: product delivery, quality, cost and inventory targets
- Be responsible for the training and coaching of other professionals within the organization on how your position impacts them and the company
- Must attend 1-2 trade shows each year to “touch the customer”

**Required Skills:**

- The company will be establishing an ERP system so prior experience in that area would be a plus
- College degree required
- Minimum three years supply chain management and/or purchasing experience
- Having CPM credentials or working toward a CPM a plus

If interested, please send a resume with salary history to [hr@theexpogroup.com](mailto:hr@theexpogroup.com). Resumes without salary history will not be reviewed.

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**Graphic Layout Artist**

At last, a dynamic environment where you can really share your talents and expertise! We are a growing service provider in the trade show industry seeking individuals who can make connections... with our clients, each other and the exceptional service delivery that makes us unique! Achieve life balance among colleagues who conduct themselves with honesty and integrity. The Expo Group takes pride in being a family with diverse perspectives in a challenging and ever-changing market. We are currently hiring for the following position to add to our team:

Entry level – Graphic Production Layout Artist

The graphic production layout artist is responsible for setting up individual signs from templates, working with internal staff and external customers through the proofing, revision, and approval cycle, and preparing the final approved artwork for print. Some design work will be involved.

**Essential Duties:**

- Take templates and style guides from the graphic designers and input customer’s copy.
- Modify templates for special requests, or different sizes
- Work directly with project mangers, sales, or external clients to proof, modify, and approve all signage.
- Send files to print.
- Ensure color and quality standards are being met with printed pieces.

- Assist with graphic design or special projects if required.
- Other duties as assigned by graphics manager, production manager, or sr. layout artist.

**Required Skills:**

- Software knowledge – Illustrator, Photoshop, InDesign, Word, Excel, Outlook
- Proofreading, typesetting, good spelling and grammar.
- AA degree in graphic arts or similar is preferred.
- Some tradeshow or convention knowledge helpful.
- Bilingual is a plus, but not required.

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**CAD Detailer**

The CAD Detailer position will report to the Graphics Director. The CAD Detailer will require knowledge in operations, specifically trade shows and a working knowledge of AutoCAD software. Any knowledge of OctaCAD and/or ExpoCAD is a definite plus.

A good customer service attitude and the ability to work overtime is required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Take existing 3D structural designs and create construction drawings for the shop.
- Create new 3D structural designs as required.
- Assist with 3D renderings as required.
- Work directly with production shop members, project managers, and sales staff.
- Keep stock drawings up to date.
- Keep library of approved drawings.
- Assist Graphics Production Manager in setting and maintaining standards and procedures for department.
- Create specialty target plans as required for events.
- Work closely with the operations, sales and project managers to complete plans for different operational needs. Have a good working knowledge of logistics and operations as it relates to trade show requirements.
- Carefully review each plan for accuracy before submitting, including numbering, sizes, required title blocks and related information.
- Work directly with external clients to ensure their needs are met.

**Required Skills**

- AutoCAD 2004 or later.
- Adobe Acrobat.
- Excellent grammar, math and spelling skills .
- Ability to independently read and understand written instructions.
- Excellent time management skills.

## **Helpful Skills**

- OctaCad
- 3D Studio
- Illustrator
- Photoshop
- ExpoCad