



Account Manager/Tradeshow Assistant

WHY WORK WITH EDULOG

EDUCATION LOGISTICS (“Edulog”) offers exciting opportunities to enhance your career as part of an industry-leading software company. As an employee at Edulog, you will join teams that improve student transportation systems through our innovative technology, across the U.S. and internationally. You will have the opportunity to gain invaluable experience in the software industry, allowing you to grow professionally and move interdepartmentally as your skills develop. If you are looking for a dynamic company, in which to expand your knowledge and experience professional growth, consider Edulog for a collaborative and creative atmosphere where your efforts are appreciated.

ACCOUNT MANAGER:

SUMMARY & OBJECTIVE

Account Managers develop and maintain professional customer relationships and communicate/refer customer issues to appropriate support teams. Account Managers oversee a portfolio of assigned customers and develop new business from existing customers. Active listening, clear articulation, and timely response are key skills required for the position. Account Managers are proficient with MS Office, can navigate CRM software, and are capable of learning and discussing EDULOG’s software capabilities. Training will be provided.

DUTIES & RESPONSIBILITIES

With the assistance of a Senior Account Manager, the following applies:

- Develop trusted advisor relationships with key accounts, customer stakeholders, and executive sponsors.
- 1:1 client engagement: primary point of contact from beginning of client contract throughout contract life. Includes introduction, facilitating problem-resolution between client and EDULOG teams, fielding software functionality questions, notifying clients of upgrades, etc.
- Escalate high-priority client issues to appropriate teams and follow-up with clients.
- Coordinate services from implementation to maintenance and to include recommended business improvements.
- Understand and be able to explain various Edulog software and services capabilities.
- Assist clients in extracting value from Edulog products and services.
- Ensure clients remain engaged with Edulog (whether through 1:1 engagement or through mass/group communications and events).
- Serve as last line of defense in the client-Edulog relationship.
- Notify Operations and Business Development teams about client recommendations to improve products and/or services.



TRADESHOW ASSISTANT:

SUMMARY & OBJECTIVE

As a Trade Show Assistant, you will be responsible for working with your supervisor to register the Company for shows, research and present show engagement options, purchase giveaway items and rent show items (tables, carpet, etc.), pack podiums and other trade show materials, and manage equipment logistics. You will work closely with the sales and shipping teams to ensure seamless coordination of all trade show activities from pre-event planning to post-event follow-up.

DUTIES & RESPONSIBILITIES

- Research and identify relevant trade shows and events to attend based on target audience and industry relevance.
- Maintain accurate records in Salesforce of logistics for trade shows, including booth setup and teardown, shipping and receiving and any other incidentals.
- Maintain adequate supplies of trade show giveaways, brochures, and other materials.
- Maintain accurate records of invoicing and credit card payments.
- Communicate with show coordinators and hosting services.
- Coordinate with internal teams on approvals and service levels of targeted shows.
- Coordinate with internal teams and external vendors to ensure timely delivery of booth materials.
- Understand shipping requirements to and from the show.

SKILLS & QUALIFICATIONS

- Some college education and/or experience in customer service preferred.
- Some experience/confident understanding of various project management methodologies preferred.
- Comfortable with enterprise-level project management tools like MS Project or Wrike.
- Effectively works in a team environment.
- Ability to successfully apply staff direction to your own work.
- Excellent critical thinking skills and organization.
- Good communication and human relation skills necessary in dealing with customers and various organization employees.
- Ability to deliver client-focused solutions in response to customer needs which requires critical thinking and problem-solving skills.
- Maintaining sharp attention to detail.
- Analytical skills with the ability to collect, organize, analyze, and effectively communicate significant amounts of complex information with attention to detail and accuracy.
- The ability to deal with difficult personality types and stressful situations, including working under deadlines.
- Computer literacy, including MS Office and the ability to learn to use other job-related software including but not limited to Edulog software.



- Time management and organizational skills which include, but is not limited to, the ability to complete multiple tasks and high volume of work on deadline.
- Adheres to all company values and policies.
- Accomplishes all tasks as appropriately assigned or requested.
- Performs special duties and other projects as assigned.

TO APPLY: Please visit our website at <https://www.edulog.com/careers/> to fill out an application and submit a cover letter and resume.