


05.06.2026 - ahk-all

Trade Show Sales & Operations Coordinator (m/f/x) - AHK USA Chicago (GACC Midwest)

 Full-time/Part-time: Fulltime

 Limited: No

 Location: Chicago

Apply at:

<https://german-american-chambers-of-commerce.breezy.hr/p/c670815ed308-trade-show-sales-operations-coordinator/apply>

The German American Chamber of Commerce of the Midwest (GACC Midwest) serves as the official US representative of HANNOVER MESSE, the world's largest industrial trade show. Headquartered in downtown Chicago, GACC Midwest combines elements of a trade commission, membership association, and professional consultancy to support and strengthen German-American business relationships.

Through our partnership with HANNOVER MESSE, we work closely with American companies across manufacturing, industrial technology, automation, energy, and innovation sectors to support their participation in one of the world's leading international trade fairs in Germany.

About the position

We are currently seeking a proactive and highly organized **Trade Show Sales & Operations Coordinator** to support our growing US trade show activities. This is an excellent opportunity for an early-career professional interested in international business, sales, event coordination, and client relationship management within a global environment.

The position combines inside sales, exhibitor coordination, customer relationship management, and operational support. In this role, you will work closely with both US-based clients and teams in Germany to help ensure a smooth exhibitor experience from initial outreach through post-show follow-up.

The ideal candidate is resourceful, detail-oriented, professional in client interactions, and comfortable managing multiple priorities independently within a small, entrepreneurial team environment.

Required qualifications

- Support sales and business development efforts for international trade fairs and industry events
- Conduct outreach to prospective exhibitors and maintain relationships with existing clients and partners
- Assist with exhibitor onboarding, contract coordination, documentation, and post-event follow-up
- Coordinate exhibitor logistics and participation details in collaboration with teams in Germany
- Serve as a point of contact for US-based clients throughout the sales and event process
- Maintain CRM systems, sales pipelines, and activity tracking
- Support marketing initiatives including email campaigns, webinars, trade show promotion, and industry research
- Assist with reporting, invoicing coordination, and administrative support
- Represent Deutsche Messe at trade shows, conferences, and networking events as needed

Qualifications

- Bachelor's degree preferred, ideally in Business, Marketing, Communications, International Business, or a related field
- 1–3 years of professional experience in sales support, customer relations, events, account coordination, or a similar field
- Strong communication and interpersonal skills with a professional and client-focused approach
- Highly organized with strong attention to detail and follow-through
- Ability to manage multiple priorities in a fast-paced environment
- Comfortable working independently and collaboratively within a small team
- Interest in international business and B2B relationship management
- Experience with CRM systems such as Salesforce is a plus
- Proficiency in Microsoft Office Suite required
- Willingness to travel occasionally for trade shows and industry events

What we offer

At GACC Midwest, we believe that our benefits should make a difference - to you, your job, today and in the future. We are dedicated to supporting our most valuable asset, our employees!

- Team spirit instead of rigid hierarchies
- Competitive vacation policy, starting with 20 days, increasing with seniority up to 30 days
- 14 paid holidays including Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Thanksgiving Day, plus additional days around Thanksgiving and Year End
- Health insurance with multiple plan options and networks & Guardian dental and vision
- 401(k) matching with a competitive, discretionary employer contribution
- Company-paid Life Insurance + AD&D/additional voluntary life + AD&D (also for spouse and children)
- Wellness incentives: access to fitness center and complementary yoga classes
- Paid Parental Leave
- Company-paid Long-Term Disability
- FSA Health Care and dependent care
- FSA commuter (transit and/or parking)
- Goal oriented bonus plan
- Plus: Work from Home Policy, Flex-Time Policy
- We offer German classes in collaboration with the Goethe Institute

We welcome and encourage diversity in our workforce. GACC Midwest is an equal opportunity employer and will consider all applications without regards to race, gender, age, color, religion, national origin, veteran status, disability, sexual orientation, gender identity, genetic information or any characteristic protected by law. Potential employees are subject to background checks.