



Event Coordinator

XOi Technologies, one of the fastest growing startups in Nashville, is changing the way field service companies capture data, create efficiencies, collaborate with their technicians, and drive additional revenue through the use of the XOi platform.

We are looking for a creative, highly motivated individual to join our team as Event Coordinator, playing a crucial role in supporting our sales and marketing departments.

This person will be primarily responsible for the strategic planning, execution, management, and evaluation of the internal and external events in which XOi participates. They'll assist with selecting which meetings, events, and trade shows we will attend and/or host, along with details surrounding our exhibit, speaking opportunities, etc. You will also be responsible for carrying out the logistical strategy for each show or event and fully preparing all team members that will be in attendance.

We are looking for qualified candidates who are organized and well-versed in event planning and vendor management.

If the position overview below describes you, please email your resume to careers@xoi.io for consideration.

Responsibilities:

- Plan and execute events with attention to budget and time constraints.
- Meet with trade show / event companies to evaluate which meetings, trade shows, or events are in line with our company's goals and strategies.
- Plan the scope of each event (e.g., date/time, location, program, cost) for the company.
- Work with event logistics companies to ensure that all required services are provided.
- Research, book, and schedule venues and speakers.
- Manage all event operations (preparation, venue logistics, invitations, setup, etc.).
- Oversee all event happenings and quickly resolve any problems should they occur.
- Evaluate the success of each event and submit reports to the XOi team.
- Coordinate details with onsite staff (e.g., hotel, registration, travel, etc.).
- Monitor event activities to ensure satisfaction of attendees and the organization.

Requirements:

- Professional experience in event planning.
- A proven track record for planning and executing successful events.
- Excellent communication, negotiation, and vendor management skills.
- Extremely well-organized with strong multi-tasking and problem-solving skills.
- Ability to remain calm and work well under pressure.
- Degree in hospitality management, marketing, public relations or relevant field preferred.
- Ability to travel to key events. Travel expected is 30%.
- Bachelor's degree, experience in B2B SaaS a plus.

**You Are:**

- Passionate about providing an exceptional customer experience.
- Continuously looking to improve yourself and your craft.
- Someone who flourishes when given responsibility and takes ownership of their own success.
- A self-starter and strong team player who thrives in a fast-paced, high-growth start-up environment.
- Someone with a positive attitude and desire to win.

You'll experience:

- Being a key part of a fast-growing software company where you can make a difference.
- Challenging yourself and taking your career to the next level.
- Competitive compensation structure and comprehensive insurance plans.
- Monthly wellness allowance.
- Flexible paid time off & paid volunteer time.
- Learning & development.
- Working in the historic and centrally located Marathon Village in Nashville, TN.
- Helping to change an industry by serving the men and women that make our world turn.