



Business Coordinator Farm Chemicals International

From a wide variety of magazines to eMedia, seminars, trade shows and custom print projects, Meister Media Worldwide is a leading Communication and Information Center for Worldwide, Specialized Agriculture.

We are seeking an energetic, service oriented Brand Coordinator with a desire to work in a global market to join our Agribusiness group, Farm Chemicals International team, in support of sales, events and editorial activities. This full-time position is based in our Willoughby headquarters.

RESPONSIBILITIES: Reporting to the Associate Publisher, the Business Coordinator will provide support to the FCI team, including but not limited to:

- Provide highly professional administrative support to Publishing Management, International Sales Reps and Business Team
 - Through regular engagement with international sales representatives, record and track international sales, invoicing, payments, and delinquent accounts.
 - Engage in frequent email correspondence with International clients and customers with accuracy.
 - Enter advertising orders from international sales representatives.
 - Attend and actively participate in monthly accounts receivable meeting.
 - Maintain and submit FCI monthly and quarterly summaries of a competitive advertising spreadsheet report.
 - Book travel and distribute itineraries.
 - Pull reports and manipulate data into spreadsheets from client and sales databases.
 - Collect and organize material for quarterly business plan meetings.
 - Set up and maintain organized and accurate files, both print and electronic.
 - Schedule meetings, take meeting minutes and distribute.
 - Maintain accurate shipping information for and arrange international shipping to international contacts.
- Support growth channels of Digital and Events
 - Working with embassy's and government officials coordinate Visa process for international event attendees and exhibitors.
 - Notify State Department when MMW staff travels internationally.
 - Assist Group Editor with speaker management, communications and travel.
 - Collect weekly and monthly digital revenue and prospecting data and enter into reports and corresponding client spreadsheets.
- Anticipate needs of Business Team; taking ownership of goals; working creatively to improve efficiency of group.
 - Proactively research potential client and attendee information to obtain actionable contact and demographic information.
 - Research and document competitive information across all lines of business.
 - Work with other departments help to create and update marketing kits and promotional materials.
- Other duties as assigned.

QUALIFICATIONS:

- Excellent organizational, project management and administrative skills.
- Good customer service skills, particularly by email and on phone with clients.
- Interest and or experience dealing with global clients and audience.
- Accurate and attentive to detail.
- Must be professional and team oriented.
- Flexible, enthusiastic, highly motivated worker.
- PC proficiency - Microsoft Word, Excel, Outlook, PowerPoint and Contact Management System (ACT! preferred).
- Must adhere to the principles outlined in Meister Media Worldwide's Blueprint of Success.
- Ability to juggle multiple tasks frequently, effectively, & professionally, while maintaining a positive attitude.
- Ability to travel in support of events (limited, typically no more than one trip per year)

Meister Media Worldwide offers a competitive compensation and benefits package including Bonus, 401(k) and Profit Sharing Plans.

Please submit resume and salary requirements via email to careers@meistermedia.com or by mail to:

**Meister Media Worldwide
Attention HR-BCFCI
37733 Euclid Avenue
Willoughby, Ohio 44094**