



Date: August 21, 2009
To: All Employees
From: Human Resources

**Job Opening in Huntsville, AL
Position of Marketing Events Coordinator**

We are seeking an individual to fill the vacant position of Marketing Events Coordinator. This individual will be responsible for conveying a positive image of Aviagen through the successful coordination of customer visits to company facilities, seminars, conferences and exhibitions, and through the development of an appropriate portfolio of promotional gifts. This position will report directly to Marla Robinson, Marketing Manager.

The ideal candidate will possess the following skills and qualifications:

- College degree in marketing or related subject
- Some marketing experience preferred
- 2 years minimum experience in event management required
- Computer experience in Excel, Word, and Outlook
- Good communication skills both orally and written
- People skills and an outgoing personality
- Detail oriented
- Team oriented
- Must be a self-motivator with ability to perform tasks with accuracy and efficiency
- Capable of performing moderate travel schedule
- Must possess or be able to obtain a valid drivers license and passport

The following duties will vary according to the needs of the department. Normal duties will include:

- Exhibition/trade show coordination in USA, Latin America, China and Asia including set up, arranging accommodation, and design of company stand/booth
- Seminar and conference coordination including a 4 week training course with 35 international attendees
- Coordinate customer inward visits and events including itinerary preparation and communication with internal employees and facilities
- Arrange and coordinate industry events, including attendees and sponsorships
- Purchase and maintain inventory of promotional items

IF YOU ARE INTERESTED IN APPLYING FOR THE JOB YOU MUST:

Submit a current resume to Diana Francis dfrancis@aviagen.com

Deadline: August 26, 2009