



Job Posting

Job Title: Display Booth Coordinator / Designer
Status: 1 year Contract
Reporting to: Export and Tradeshow Manager
Location: Ottawa, Ontario

About Lee Valley:

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley Tools enjoys a proud 40-year history of providing high quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves in providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

Overview:

The Retail Export department has a requirement for a highly motivated individual to be part of a growing, dynamic team. The successful candidate must be willing to work in a fast-paced, challenging environment.

Key Responsibilities:

- Design and build displays and props for display booths
- Responsible for ongoing maintenance and managing of display booths and equipment
- Attend select shows

Knowledge and Skills:

- Woodworking and cabinetmaking skills
- Experience with shop equipment
- Basic knowledge of Word and Excel
- Strong organizational skills with attention to detail
- Able to work with little supervision
- Able to multi-task and set priorities
- Willing to work as part of a team

Interested in joining the Lee Valley Team?

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