

Job Opening:

## Logistics & Coordination Assistant

Location:

ART Expo International Headquarters, Ljubljana, Slovenia

Art Expo International is a dynamic and forward-thinking organization dedicated to creating and managing international art fairs in cities such as Ljubljana, Graz, Trieste, and Prague, with new projects expanding across Europe. We connect artists, galleries, and cultural institutions to deliver exceptional exhibition experiences and foster meaningful artistic collaborations.

Learn more about our activities:

[www.artexpo-international.com](http://www.artexpo-international.com)

### Position overview /

We are looking for a reliable, communicative, and proactive individual to join our team as an Logistics & Coordination Assistant. This role combines organizational coordination with practical support during the setup and on-site management of art fairs across different European cities.

In addition to preparing offers, managing exhibitor communication, and coordinating logistics, the role also includes hands-on participation in setting up exhibition spaces and assisting with on-site preparations before and during each fair. This position is ideal for someone who enjoys both structured office work and active involvement in large international art events.

### Key responsibilities /

- Prepare accurate and timely proposals and quotations for exhibitors.
- Communicate effectively with clients, providing professional support via email and phone.
- Coordinate logistical and operational aspects of exhibition setup in various European locations.
- Participate in on-site installations and physical setup of exhibition areas.
- Maintain precise records of proposals, agreements, and client communication.
- Work closely with the sales and event management teams to ensure smooth project execution.

## Requirements /

- Excellent knowledge of written and spoken English (C1 or higher).
- Strong communication and interpersonal skills.
- High level of organization, precision, and reliability.
- Comfortable with direct client communication, including phone and in-person meetings.
- Valid EU driving license (category B) and readiness to travel across Europe for international exhibitions.

## Preferred qualifications /

- Knowledge of Czech, Polish, Hungarian, or French, German is a strong advantage.
- Previous experience in event organization, logistics.

## What we offer /

- Work from our Ljubljana headquarters as part of a dynamic and creative team.
- Initial 3-month probation period with the possibility of a permanent position.
- Career growth opportunities within Art Expo International.
- International travel for fair coordination and participation.
- A stimulating environment that promotes initiative, learning, and professional development.

## How to apply /

Please send your CV and a short motivation letter to [career@aamicorporation.com](mailto:career@aamicorporation.com) with the subject line: “Application – Logistics & Coordination Assistant.”

We will respond to all applications within 14 business days.