

Seeking an Operations Supervisor

Displayco, with 40 years of business success, has an immediate requirement for an Operations Supervisor, full-time position. We are accepting applications for an enthusiastic individual to join our team in **Edmonton**. The Operations Supervisor is responsible for managing the Edmonton operations, working directly with the Sales Director to formulate and recommend policies and procedures to guide the company in maintaining and improving its competitive position and the profitability of the operation.

Displayco specializes in building unique and exciting trade show exhibits, events and environments both locally and around the world. This individual should be innovative, creative and a team player who is able to lead by example in a fast-paced, deadline driven environment.

Duties include:

- Managing production, planning daily and weekly workloads to achieve departmental and facility objectives, and delivering of expected results.
- Checks job specifications against estimates to ensure profitability of order. Clarifies discrepancies.
- Produce high quality exhibits with both wood and structure components.
- Determines the production centers needed to produce the job as specified. Develops a plan, working directly with Calgary and Houston production departments as required. Work directly with outside contractors and suppliers as required.
- Defines responsibilities and establishes effective standards of performance of subordinates. Appraises their performance against responsibility and accountability factors.
- Work with vendors in obtaining best prices for supplies and services, and work with Sales and CSRs in giving suggestions for improving quality and price for jobs.
- Manage quality control processes to ensure delivery of Displayco's service level commitments.
- Analyzes work completed for cost reporting accuracy. Ensure all costs and customer alterations are recorded. Review procedures to analyze and improve efficiency and cost effectiveness.
- Enforce Health & Safety regulations.
- Maintenance of inventory for both customer properties and Displayco stock.
- Enhance and develop policies, procedures and systems to meet the goals of the branch.
- Perform additional duties as required.

Requirements:

- Extensive knowledge of the exhibit production processes, materials and personnel
- Ability to plan and supervise effectively
- Strong problem identification and problem resolution skills
- Effective leadership skills
- High level of integrity, confidence, and accountability

Interested candidates please email your detailed qualifications to info@displayco.ca by July 20, 2018.