



Exhibits, Environments and More >

Seeking a Project Administrator / Purchaser

Displayco Canada, leader in exhibit design and build, has an immediate requirement for a Project Administration / Purchaser in their **Calgary** office. Displayco Canada, with 40 years of business success, is in need of a motivated team player who will be key in the growth and continued success of our existing and expanding client base.

Are you ready to join the Displayco team?

The ideal candidate will be responsible for the centralized purchasing of Displayco. He or she will be responsible for assisting with the administration of sales teams projects and inter-company projects. This role is charged with the goal of improving throughput and other in-house processes with the objective of reducing overall costs and enhancing customer satisfaction.

Responsibilities Include:

- Administration of production orders from start to finish.
- Reports job information and schedules to production and sales, by providing verbal and written reports.
- Purchases displays, display materials and services as required for work in progress sourcing the best price, tracking delivery and ensuring all costs are captured on orders.
- Maintain and updates job boards to ensure an accurate list of all jobs in progress.
- Completion of multiple projects with aggressive deadlines.
- Quality control checks throughout the production process.
- Assist with monthly billing of orders.
- Manage inventories, working directly with suppliers to ensure quality, pricing and on time deliveries.
- Perform additional duties as required.

Qualifications & Experience:

- Proficiency in Microsoft Office.
- Purchasing experience.
- Ability to work in fast-paced environment.
- Excellent planning and organizational skills.
- Effective communication skills and the ability to listen actively and ask questions to clarify a project's goals, requirements and deadlines.
- Conviction to improve personally and support continuous improvement in the department and company as a whole.

Do you meet the requirements for this challenging role? If so, please forward your cover letter and detailed qualifications to info@displayco.ca attention: Human Resources

We would like to thank all applicants for their interest; however only those candidates selected for an interview will be contacted.

Posted: September 11th, 2018

