



## **Production Administrator**

*June 15, 2022*

Displayco Canada – Calgary, AB

Over forty years of industry experience – combined with energy, creativity, and innovation – has made Displayco the number one choice for providing trade show solutions.

### **The Position**

We are accepting applications for an enthusiastic individual to join our operations and production team. We are looking for an individual who prides themselves in their organizational skills and great attention to detail to provide comprehensive administrative support to Displayco's production team. Tradeshows are a fast-paced and ever-changing environment that require the ability to move quickly and change focus, without warning.

### **The Responsibilities**

- Working directly with operations manager, to provide administrative support to ensure optimal organization of all production orders
- Review production paperwork, prepare additional paperwork for productions team and follow projects through to production completion ensuring all client requirements are met
- Maintain and update online production job boards to ensure accurate list of all jobs in progress and ensuring up to date details and project updates
- Prepare purchase orders and facilitate the purchasing of products, materials, and resources as needed for production
- Adhering to Displayco's policies and procedures, process all required paperwork and maintain records for reporting and project tracking
- As production orders are completed, review and ensure all costs are captured, transfer information to docket, and gather all information needed for submission to accounting
- Ad hoc projects as required

### **Job Requirements**

- Excellent organizational skills and great attention to detail in all areas of work
- 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
- Ability to work in a fast-paced environment

### **Qualifications**

- Proficiency in Microsoft Office, with aptitude to learn new software and systems
- Honest and forthright person with strong written and oral communication skills
- Work well with deadlines and ability to adapt to changing situations in a calm and professional manner

### **Job Type**

- Permanent, full-time position
- Competitive salary and benefits package
- Location – North Calgary
- \$18 - \$22 an hour

Please submit resume with cover letter by e-mail to [info@displayco.ca](mailto: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.