

## Sales Administration & Customer Service

June 9, 2022

Displayco – Houston, TX

### The Position

We are accepting applications for an enthusiastic individual to join our sales and customer service team. We are looking for an individual who prides themselves in their organizational skills and great attention to detail to provide comprehensive support to the sales team and other departments in terms of sales support. Tradeshows are a fast-paced and ever-changing environment that require the ability to move quickly and change focus, without warning.

### The Responsibilities

- Provide administrative support of sales in coordination with sales team, operations, and accounting
- On a project basis, working with sales team by supporting client communication and project management to ensure optimal project organization, customer follow up, etc.
- Open new projects, follow the sales/production cycle and update information, preparing regular work in progress update reports, working directly with sales and project management teams
- Close projects once complete and review project details to ensure all the costs are captured
- Working together with sales team, assist in the management of Displayco's client on-line inventory management and event booking system, including tasks such as: onboarding new clients, updating existing clients, and managing/fulfilling client orders
- Ad hoc projects as required

### Job Requirements

- Attention to details in all areas of work
- Good judgment and decision-making 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
- 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 – Houston
- \$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.