



Project Coordinator & Marketing

Displayco – Calgary, Alberta

The Company

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 looking for an individual who prides themselves in their organizational skills and great attention to detail to provide comprehensive customer service and support to Displayco's sales team. The individual will also work with the marketing team to help increase brand awareness through execution of marketing initiatives and creation of social media content. Displayco is a growing organization with US operations and there will be room to grow for the right individual.

The Responsibilities

- Working together with sales team to support key client accounts in terms of client communication, estimating, and project management to ensure optimal project organization and customer service
- Responsible for facilitating a project in its entirety, preparing regular project updates, working directly with estimating, sales and operations team ensuring all project requirements are met
- Purchasing display materials and services as required for project; sourcing the best price, tracking delivery, and ensuring all costs are captured on job, and communicating order updates to sales team/client
- Managing multiple projects simultaneously and ensuring that all projects meet profitability goals and exceed client expectations
- Propose new ideas to improve website and social media presence
- Produce digital content for social media that is engaging for each platform
- Maintain and enforce unified brand standards within organization and across social media channels
- Together with design and sales team, create proposal documents for bids
- Ad hoc projects as required, including Displayco's online ecommerce site

Job Requirements

- Self-motivated and detail-oriented team player
- Dynamic, creative, and enthusiastic person who uses social media on a regular basis
- Exceptional organizational skills, with 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

- Project coordinator and marketing experience
- Familiarity in Adobe software / Adobe Creative Suite, an asset
- 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

Please submit resume with cover letter by e-mail 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.