



Project Manager

Displayco Canada – 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 accepting applications for an enthusiastic individual to join our Calgary team. 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 sales team. The project manager will work hand-in-hand with the sales team providing customer-facing support and management of client projects.

The Responsibilities

- Working together with sales team to support key client accounts in terms of client communication, timelines, and project management, to ensure optimal project organization and customer service
- Liaising with clients throughout the lifespan of a project, including preparing formal project updates
- Responsible for facilitating a project in its entirety, preparing regular project updates, working directly with sales and operations teams, ensuring all project requirements are met
- Purchasing display materials and services as required for project
- Managing multiple projects simultaneously and ensuring that all projects meet profitability goals and meet or exceed client expectations
- Adhering to Displayco's policies and procedures, process all required paperwork and maintain records for reporting and project tracking
- Close complete projects and review project details to ensuring all costs are captured to prepare for invoicing
- Ad hoc projects as required

Job Requirements

- Attention to details in all areas of work
- 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
- Ability to work in a fast-paced environment

Qualifications

- Project management and industry experience an asset
- Experience in a client-facing role; client management / support experience
- 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 – Calgary

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.