

Project Supervisor

Displayco – Houston, Texas

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 sales and customer service team. We are looking for a supervisor who prides themselves in their organizational skills and great attention to detail. Tradeshows are a fast-paced and ever-changing environment that require the ability to move quickly and change focus, without warning.

The Responsibilities

- Management of Displayco's client on-line inventory management and event booking system, including tasks such as: onboarding new clients, updating existing clients, managing/fulfilling client orders, support warehouse team when needed
- Support on-line inventory management 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
- 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 projects once complete and review project details to ensure all the costs are captured and prepare project 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
- Conviction to improve personally and support continuous improvement in the department and company as a whole
- Work well with deadlines and ability to adapt to changing situations in a calm and professional manner

Qualifications

- Minimum 3 years experience as a Supervisor in a leadership role
- Proven success in customer service and in development of strong customer relationships
- Proficiency in Microsoft Office, with aptitude to learn new software and systems

Job Type

- Permanent, full-time position
- Competitive salary and benefits package
- Location – Houston, Tx

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.