



Executive Assistant

July 12, 2024

Displayco – Houston, TX

The Company

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

The Position

We are looking for an Executive Assistant to provide administrative and operational support. The Executive Assistant will work directly with the President to support all aspects of his daily work routine. The dynamic nature of this role requires that the ideal candidate has exemplary time management and organizational skills.

The Responsibilities

- Interact seamlessly and with a professional demeanor across a broad range of individuals including members of the Senior Executive team and leaders that report to the President
- To preform the job successfully, the individual is expected to handle highly sensitive and confidential information while exercising professionalism and discretion
- Provide support to President; including maintain various records/documents, expense reports, manage scheduling, meeting preparation including gathering of information and note taking, proofreading/editing proposals, and related tasks.
- Provide support in the form of client communication and project coordination to ensure optimal project organization, customer follow up, etc.
- Taking notes at meetings and any other administrative tasks that help executive perform their job
- Ad hoc projects as required

Skills & Qualifications

- Minimum 3 to 5 years' experience, plus relative post-secondary education
- Experience in the event / trade show industry is an asset
- Proficiency in Microsoft Office, with aptitude to learn new software and systems
- Excellent written and verbal communications skills
- Exceptional time management and organizational skills
- Ability to multitask and work in a fast-paced environment

Job Type

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

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.